



## APPLICATION FOR EMPLOYMENT

**Please read the guidance notes provided in full before you complete this application form. This form is the only document we consider when shortlisting applications and CVs are not considered. Please aim to meet / exceed the criteria given in the job description as much as possible. Employment and voluntary experience must be included.**

Job Applied for:		Location :	
Have you been recommended for this position by one of our staff members?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of staff member (if yes):	
Did you hear about this vacancy on social media or an online job board?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Name of website (if yes):	
Have you worked for us previously as an Agency Worker?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Name of agency (if yes):	

### SECTION A: ABOUT YOU

Title (Mr/Mrs/Miss)		First Name:		Last Name:		Date of Birth:	
Address:				Postcode:			
Email:				Telephone Number:			
Mobile No:				National Insurance No:			
Do you hold a current full manual UK driving licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have use of a vehicle for work purposes?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Do you have the right to work in the UK?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Is your right to work in the UK restricted?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Please specify restriction:							

### Registered candidates to complete (where applicable):

DfES registration number (qualified Teachers only):	
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**SECTION B: WHERE YOU ARE CURRENTLY EMPLOYED**

Please complete your current employment details. If currently not in employment, please move on to Section C.

Employer Name:  Date Appointed:  Salary:                 £	Position held:  Notice Period:
Give a brief summary of your main responsibilities and duties:	

**SECTION C: WHERE YOU HAVE WORKED IN THE PAST (COMPLETE EXACT DATES FOR EVERY EMPLOYER)**

**Employment history:** Please provide full and accurate details since leaving school (please complete the continuation sheet at the end of this application if you need to add further jobs).

Name, Address, Telephone & Email of Employer	Your Job Title	Dates From - To (Please provide exact dates in DD/MM/YYYY format)		Reason for Leaving
		Date/Month /Year	Date/Month/Year	

**You must account for any gaps in your employment or education history that are longer than one month - please provide specific details including exact dates (DD/MM/YYYY) explanation below:**

HAVE YOU COMPLETED SECTION C TO INCLUDE MONTHS AND YEARS INCLUDING ANY GAPS AS STATED ABOVE? YES  NO

**SECTION D: YOUR EDUCATION HISTORY STARTING FROM SECONDARY SCHOOL**

Please note you will be asked to provide original certificates of relevant qualifications should you be invited to attend an interview.

Secondary School	Dates from/to	Qualifications Achieved
College/University	Dates from/to	Qualifications Achieved

Further relevant training/qualifications and any professional registration details:

**SECTION E: YOUR REFEREES**

Please supply the names and contact details of three referees who can comment on your suitability for this position. One must be your current employer, followed by your next most recent employer. Note: if you are not currently working in education or social care but have done so previously, the details of this employer must be provided as the third referee. References from friends and relatives will not be accepted. Students may need to provide an education reference and an employer's details in order to provide three references. Please note that any previous employer or organisation you have volunteered for and not given as a referee, may also be contacted. Any offer of employment is subject to satisfactory references. In line with safeguarding procedures, references for positions within schools are taken up prior to interview. References are requested immediately following verbal acceptance of any job offer for all other positions.

If you are giving a character reference instead of an employment reference, please ensure that this is stated on the reference details.

Reference 1: This must be your current or last employer.

Contact Name and Position:	
Company Name:	
Full Address (including postcode):	
Tel no. / email address:	
Position you held:	

<b>Dates of employment:</b>	
<b>Reason for leaving:</b>	
<b>Reference 2: Your next most recent employer.</b>	
<b>Contact Name and Position:</b>	
<b>Company Name:</b>	
<b>Full Address (including postcode):</b>	
<b>Tel no. / email address:</b>	
<b>Position you held:</b>	
<b>Dates of employment:</b>	
<b>Reason for leaving:</b>	
<b>Reference 3:</b>	
<b>Contact Name and Position:</b>	
<b>Company Name:</b>	
<b>Full Address (including postcode):</b>	
<b>Tel no. / email address:</b>	
<b>Position you held:</b>	
<b>Dates of employment:</b>	
<b>Reason for leaving:</b>	

**SECTION F: YOUR CHANCE TO EXCEL**

**Explain why you feel you have the necessary skills, experience, knowledge or aptitude to do this job**

## SECTION G: INFORMATION FOR YOU

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

Due to the nature of the work of the company providing services to children and vulnerable adults, we use the Disclosure and Barring Service to undertake enhanced level checks. The company reserves the right to withdraw any offer of employment having taken into account the full individual circumstances. It is important to note that having a conviction etc does not necessarily preclude you from employment; decisions are made taking the full circumstances into consideration.

Data Protection:

The information provided by you in this application form will be handled and processed in accordance with the General Data Protection Registration 2018 (GDPR) for HR, safer recruitment processes and your personnel file, should you be appointed. Your data will be help for legitimate purposes to ensure the safety and welfare of children. The application form will be available to all authorised personnel involved in the recruitment and selection process. If you are appointed, the information will form part of your personnel record.

Place an 'X' in the box to indicate you have read Section G

## SECTION H: YOUR DECLARATION

The company must not employ a person or use as a volunteer in a regulated activity a person who is placed on the DBS Children's and/or Vulnerable Adults barred list(s) or live with somebody who is included on the DBS barred list. A person who is on one or more of the barred lists and attempts to undertake work with the group from which they are barred is breaking the law. For further details visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or [www.gov.uk](http://www.gov.uk)

- I confirm that I **am** or I **am not** (delete as appropriate) on the DBS Children's or Vulnerable Adults barred list
- I confirm that a referral to the DBS **has** or **has not** (delete as appropriate) been made in relation to me
- I confirm that I **do** or **do not** (delete as appropriate) live with somebody who is included on the DBS barred list

I confirm that the information contained in this application is true and accurate. I understand that providing false, incomplete or misleading information will disqualify me from employment.

I confirm the above declaration

Signature:

Note: For electronic submissions, typing the name will be taken as a signature

Date:

Please email your completed application form to:

[recruitment@csfc.co.uk](mailto:recruitment@csfc.co.uk)

Or alternatively, by post to:

**Calcot Services for Children, 8 Brewery Court, Theale, Berkshire RG7 5AJ**



*safeguarding and welfare of children*