**APPLICATION FORM**

Please complete this accurately and fully, giving us as many details as possible of your skills experience and personal attributes relating to this job application. Short listing will be based on the information gathered from the form. You will be advised on the outcome of your application by email if you are being invited to interview

Please email the completed form to the Board of Directors: info@springbankcommunitygroup.org

Interviews will be held following the submission of a completed application form. Please ensure you include two referees we can request references from should you be shortlisted to interview.

Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink and BLOCK CAPITALS.

**POSITION APPLIED FOR:**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Family Name:** | **First name:** |
|  |  |  |

|  |
| --- |
| **Home address:** |
|  |
| POST CODE:  EMAIL: |

|  |
| --- |
| **Telephone numbers: Please include full STD code** |
| Home: |
| Work: |
| Mobile: |

**Employment history**

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5*: Experience/Skills. Please add more boxes if required. Please explain any gaps in employment.

|  |
| --- |
| ***1.  Current/most recent employer/organisation*** |
| Name: |
| Address: |
| Job Title:   From:              To: |
| Current or final salary: |
| Brief description of duties: |
| Reason for leaving/changing: |

|  |
| --- |
| ***2.  Employer/organisation*** |
| Name: |
| Address: |
| Job Title  From:               To: |
| Brief description of duties: |
| Reason for leaving/changing: |

|  |
| --- |
| ***3.  Employer/organisation*** |
| Name: |
| Address: |
| Job Title:  From:              To: |
| Brief description of duties: |
| Reason for leaving/changing: |

|  |
| --- |
| ***4.  Employer/organisation*** |
| Name: |
| Address: |
| Job Title:  From:              To: |
| Brief description of duties: |
| Reason for leaving/changing: |

**Education and training**

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent. Please explain any gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of school/ college/ university/ training body*** | ***Subject studied*** | ***Qualification/***  ***Level*** | ***Date gained*** |
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 Please list any training you have received or courses which you did not lead to a qualification but which you feel are relevant to the advertised post.

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| --- | --- |
| ***Training Course and provider*** | ***Date*** |
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This section is for you to give specific information in support of your application, please feel free to bullet point this section if you wish.

“To what extent do you have the skills and experience required for this post?” Your experience need not have been gained in paid employment and may include special interests, memberships, voluntary work or public service/duties you consider relevant to the post.  It is important that you provide evidence of your achievements by giving examples to support your application.

**“To what extent do you have you the skills and experience required for this post?”**

Please give name, address and position/occupation of two referees, whom we can contact prior to interview should you be shortlisted. One must be your present or most recent employer. Testimonials or references from friends and relatives are not acceptable.

|  |
| --- |
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Email: |

|  |
| --- |
| 2. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Email: |

**SUITABILITY TO WORK WITH CHILDREN**

**Please tick the appropriate box**

|  |  |  |
| --- | --- | --- |
| I have not been the subject of any allegations concerning behaviour towards children and confirm there are no current outstanding matters. |  |  |
| **O**R |  |  |
| I have been the subject of allegations concerning my behaviour towards children and have attached the details of the circumstances on the Disclosure Declaration form. |  |  |

**REHABILITATION OF OFFENDERS**

Because of the nature of this post it will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. You will, therefore, be required to use the declaration form to disclose all information about any police warnings, cautions or convictions in a Court of Law no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by **Springbank Community Group CiC** and it is found that you failed to disclose any previous convictions, this could result in dismissal, or disciplinary action. All information will be treated in confidence and will only be considered in relation to an application for posts to which the exemption order applies.

**Please tick the appropriate box**:

|  |  |  |
| --- | --- | --- |
| I have no previous convictions, cautions, police warnings or bind-overs, no cases are outstanding, and I am not currently disqualified from working with children or on DCSF list 99. |  |  |
| **O**R |  |  |
| I include details of my past record: convictions, cautions, police warnings, bind-overs, outstanding cases, disqualification from working with children or inclusion on the DCSF list 99, with this application on the Disclosure Declaration form – see below. |  |  |

**CONFIDENTIAL – Disclosure Declaration Form**

**Springbank Community Group CiC** are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

The provisions of the Rehabilitation of Offenders Act regarding non-disclosure of spent convictions do not apply to this post because of the kind of work it entails. You must disclose on this form details of any convictions, cautions and formal warnings, no matter when they occurred or what the nature of the offence was.

**Safer Recruitment and Selection Working with Children and Young People.**

You should also complete this form if you have been the subject of any allegations concerning the safety and welfare of children or young people or behaviour towards children or young people, giving details of any incidents, whether the allegations or concerns were investigated, the conclusions reached and how the matters were resolved.

|  |  |
| --- | --- |
| Convictions, cautions and formal warnings | |
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|  | |
| Allegations | |
|  | |
|  | |
|  | |
|  | |
|  | |
| Name (**BLOCK CAPITALS**) | |
| Signed | Date |

If this application leads to your employment the failure to disclose previous convictions, cautions, bindovers, outstanding cases, formal warnings, disqualification from working with children or inclusion on the DCSF List 99, could result in dismissal.

**Equality and diversity monitoring**

This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing the form.

**Equalities & Diversity**

**Monitoring Questionnaire**

***Confidential***

Monitoring the diversity of our applicants and staff is an essential part Springbank Community Group CiC’s commitment to Equalities and Diversity.  Please complete this form and return it with your application form.  It is entirely confidential and will not be made available to those involved in shortlisting or the selection process, or for any purpose other than monitoring and statistical reporting.

1. Date of birth
2. Gender :

1. Ethnicity - please tick the most appropriate box below to describe your ethnic group or

origin. *(This question helps us to identify the ethnic diversity of those applying for vacancies within the organisation. The classifications are those used in the 2001 census, and are recommended by the Commission for Racial Equality).*

White: Mixed:

British White and Black Caribbean

Irish White and Black African

Other White White and Asian

Other Mixed

Asian or Asian British: Black or Black British

Indian Black Caribbean

Pakistani Black African

Bangladeshi Other Black

Other Asian

Chinese or Other Ethnic Group:

Chinese

Other Ethnic Group

1. Do you consider yourself to have a disability? *(Springbank Community Group CiC is committed to ensuring that people with disabilities are supported and encouraged to apply for employment with Springbank Community Group CiC and to achieve progress in that employment. This question helps us to assess our success in achieving this aim).*

      Yes      No

If you wish to provide any additional details please do so below:

...........................................................................................................

...........................................................................................................

1. If you wish you may disclose information about yourself in this section:

Religion: ………………………………………………………………………………

Sexual Orientation:………………………………………………………………….

This information will be used solely by the Directors for monitoring purposes and will be treated as confidential.

Thank you for your co-operation