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**Application Form**

***CONFIDENTIAL***

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| **Application for the post of**  |  |
| **The deadline for receipt of completed applications is** |  |

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| **Personal Details** |
| **Surname** |  | **Contract address** |  |
| **First name(s)** |  |
| **Contact details** | **Please only include contact numbers or email addresses that you are happy for us to use** | **Post code** |  |
| **Contact details** | **Daytime contact number** |
| **Evening contact number** |  |
| **Mobile number (if different)** |  |
| **Email address** |  |

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| **Higher Education Details** |
| **University / College etc.** | **Qualification and subject** | **Grade awarded** | **Date of award** |
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| **A Level Qualifications (or equivalent)** |
| **Institution** | **Subject** | **Grade awarded** | **Date of award** |
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| **GCSE English and Maths (or equivalent)** |
| **Institution** | **Subject** | **Grade awarded** | **Date of award** |
|  | GCSE / O Level English |  |  |
|  | GCSE / O Level Maths |  |  |

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| **Membership of Professional Bodies**(Please give details of any relevant professional bodies to which you belong) |
| **Name of professional body** | **Membership status** | **Date commenced** |
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| **Professional Development** **(**Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application) |
| **Course title** | **Course provider** | **Dates attended****From / To (month / year)** | **Award (if any)** |
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| **Details of Present or Most Recent Appointment** |
| **Post held** |  |
| **Responsibilities held (if applicable)** |  |
| **Dates employed from / to (month/year)** |  |
| **Employer name and address** |  |
| **Salary Details** | **Scale, e.g. Main Scale:**  |  | **Salary Point:** |  |
| **Alternatively, please quote annual salary if you are/were not on national pay scales (if part-time, specify the FTE):** | £ |
| **Additional allowances (state type and annual value):** |  |
| **Total annual salary (if you are part-time, specify FTE):** | £ |
| **Reason for leaving** |  |

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| **Other Employment**(Please give details of any other periods of employment you have undertaken which you have not included on previous page, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary) |
| **Employer’s name and address** | **Dates employed from / to (month/year)** | **Position held** | **Salary and benefits** | **Reason for leaving** |
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| **Periods When Not Working** (Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education) |
| **Date From (Month/Year)** | **Date To (Month/Year)** | **Reason** |
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| **Personal statement** |
| Please provide a personal statement in support of your application (no longer than 2 sides of A4). Please make sure that you refer to the details provided about the role and also include:* The reasons why you are applying for this post
* The personal qualities and experience that you feel are relevant to your suitability for the post.
* Key responsibilities and achievements in your present or most recent job which are relevant to this application.
* Details of any relevant interests or activities
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| **Referees** |
| Please supply the names and contact details of at least two referees who can comment on your suitability for this post. One should be your present or most recent employer. References will be taken up before short-listing **if you have concerns regarding this please contact us.**References will not be accepted from those writing solely in their capacity as friends or relatives.**Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualification.** |
| **By confirming the details below, I give you my express permission to contact my referees** |[ ]  Yes |[ ]  No |
| **Referee 1** | **Referee 2** |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Telephone** |  | **Telephone** |  |
| **E-mail address** |  | **E-mail address** |  |
| **Address** |  | **Address** |  |
| **In what capacity do you know the referee?** |  | **In what capacity do you know the referee?** |  |

| **Reasonable Adjustments to the Shortlisting Process**(We welcome applications from disabled people, please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability) |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **Declarations** |
| SAfE is required under law and guidance to check the criminal background of all employees.  Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.  Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by SAfE and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by SAfE. During the course of your employment with SAfE, should you be arrested by the police you are obliged to notify the CEO of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.  |
| **Please answer the following questions** |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.****Please provide** **further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’, if called to interview** |
| **Are you currently registered with the DBS Update Service? (*service only available from 17.06.13*)** |[ ]  Yes |[ ]  No |
| **If YES, please provide the information below. If NO, please proceed to the next section.** |
| DBS Registration Number |  | Annual Registration Renewal Date |  |
| Level of check obtained at point of registration? (*select one*) |[ ]  Standard |[ ]  Enhanced |
| Which workforce was your check requested for at point of registration? (*select one*) |[ ]  Children |[ ]  Adult |[ ]  Adult & Children |[ ]  Other |
| **Declaration:** By signing this application form and providing the information above I understand that I am authorising SAfE to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process. |

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| **Declaration of Relationships** |
| Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority? |[ ]  Yes |[ ]  No |
| If YES, please provide below his/her name and role and state your relationship |
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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. |
| Signature of applicant |  | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.**Thank you for your application. In the interest of public economy, only shortlisted applicants will receive further notification.** |

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| **Data Protection**Information from this application may be processed for purposes permitted under the General Data Protection Regulation.It is SAfE’s policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please mark this box | [ ]  |