

**STAFF APPLICATION FORM**

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks. Documentary evidence showing your entitlement to work in the UK may be requested if applicable.

In order for us to compare candidates fairly, this form is the only document we consider when screening applicants. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

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| --- | --- |
| Position applied for |  |

**Personal Details**

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| --- | --- |
| Title |  |
| Preferred Pronouns |  |
| First Name |  |
| Surname |  |
| Previous name(s) |  |
| Date of Birth |  |
| Full Postal Address | |
| Home contact number |  |
| Mobile number |  |
| Email address |  |
| National Insurance No |  |

**Education & Qualifications**

Please give details of secondary, further education & higher education including GCSE’s, A levels and higher.

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| --- | --- | --- | --- |
| Dates (mm/yyyy)  From To | | School/college/other | Qualifications obtained and grade/level |
|  |  |  |  |

Please give details of any other professional/vocational qualifications/relevant training you hold

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| --- | --- | --- |
| Dates obtained | Qualifications obtained and grade/level | Name of awarding body |
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**Employment History**

Please complete details of your present and previous employment. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

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| Present employment |
| Job Title:  Employer:  Address:  Current Salary:    Employed from: to: |
| Please give a brief description of current duties, responsibilities and achievements  What is your notice period and when would you be available to start? |

**Previous Employment**

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| --- | --- | --- | --- | --- |
| Dates (mm/yyyy)  From To | | Name of employer | Job title and main responsibilities | Reason for leaving |
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If there are any gaps in your employment or education history please explain them here

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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 position. One should be your current or most recent employer. (NOTE: if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives).

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| Name:  Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Telephone number:  Email: |
| Name:  Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Telephone number:  Email: |

*Please note that we will contact these referees if you are short-listed for this post and seek reference post interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.*

**Personal Statement**

Using the person specification & job description that you have been sent with your application pack, please demonstrate; using examples, your suitability for the position you are applying for. Please include your reasons for applying and interest in this position.

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**For persons who are not British or EU nationals**

If you have any conditions related to your employment please give full details

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**Interview Requirements**

Please specify if you require any special arrangements to be made at the interview e.g.

sign language/wheelchair access?

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*Please note: If successful in securing an interview you will be asked to provide proof of your eligibility to work in UK.*

**All successful candidates will be subject to an enhanced criminal records bureau check (DBS) Declaration.**

**Declaration**

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of offender’s act 1974. You are therefore not entitled to withhold information about police cautions, bind-overs or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act

The information you give will be treated in confidence.

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| Do you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘confidential disclosure’. | Yes No |

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level - Enhanced.

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received relating to the subject matter of this form being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, or any regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.*

**Thank you for your interest in a Career with Stay & Play**