A picture containing jigsaw puzzle

Description automatically generated

**Employment Application Form**

**Application for Employment**

You *must* complete all parts of this form in full.

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

* 1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname:  Maiden Name:  Dr/Mr/Mrs/Miss/Ms/etc:  Date of Birth: | Forename(s):  Other names known by: | |
| Address: Post Code:  E-mail address: | | Tel no:  Daytime:  Evening:  National Insurance No: |
| Do you have a criminal record? (This includes the Armed Forces). Yes / No  Are you prepared to undergo a Disclosure & Barring Service check? Yes /No | | |
| Do you hold a current driving licence? Yes /No Categories held:  Do you have any endorsements or penalties? Yes /No How many years have you held a full licence?  Have you ever been banned? Yes /No Have you ever been denied insurance? Yes /No | | |
| **Declaration of close relationships/family**  I **have / do not have** any familial or close relationships with any person connected to Windows for Children.  If you do please give details:  ……………………………………………………………………………………………………………………………………… | | |
| **Eligibility to work in the UK**  Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996 Yes / No  Are you prepared to undertake shift work? Yes / No Are you prepared to undertake sleep-in duties? Yes / No  Are you prepared to accompany children Yes / No  on annual domestic residential holiday? | | |

* 1. **EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From To | | Name of School/College/University  *from the age of 14* | Qualifications  *please indicate grade and date obtained* |
|  |  |  |  |

* 1. **CURRENT OR PREVIOUS EMPLOYMENT**

***PLEASE NOTE WE WILL NEED EXACT DATES OF EMPLOYMENT AND REASON FOR LEAVING. (FOR THE PURPOSE OF SAFER RECRUITMENT, WINDOWS for CHILDREN WILL BE VERIFYING THESE DETAILS WITH ALL PREVIOUS EMPLOYERS)***

|  |  |
| --- | --- |
| Job Title: | Salary: |
| Name and Address of employer: | Starting Date: |
| Date appointed to present post  or date promoted, if applicable: |
| Still Employed? YES/NO  If no, please give leaving date and reason: |
| Period of notice  required by employer: |
| Details of main duties: | |

**2.3 PREVIOUS EMPLOYMENT**

Please list employers in order, most recent first. Periods of unemployment should also be listed, and you may include any temporary, vacation or casual work, if relevant. Please continue on additional sheets if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **PRECISE** Dates  From To | | Name and address of employer | Please give details of:  (A) Post Held,  (B) Main Duties and Responsibilities  (C) State Reason for Leaving |
|  |  |  | (A)  (B)  (C) |
|  |  |  | (A)  (B)  (C) |
|  |  |  | (A)  (B)  (C) |
|  |  |  | (A)  (B)  (C) |
|  |  |  | (A)  (B)  (C) |
|  |  |  | (A)  (B)  (C) |
|  |  |  | (A)  (B)  (C) |

**GAPS IN EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Beginning date of gap of employment | End date of gap in employment | Reason for unemployment |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **PERSONAL STATEMENT**

To help us in considering your application, please give a brief statement showing how you match the requirements of the post you have applied for and any other information you feel may help your application. Please continue on a separate sheet if necessary. Do you have any part time or evening jobs which you intend to continue? If yes, give details below:

|  |
| --- |
|  |

Please indicate the number of additional sheets, if any.

**2.5 REFERENCES**

Please give the names, addresses and occupations of three referees (who should not be related to you), the first of whom must be your present or most recent employer. **Please mark X in the box against any you would not wish to be taken up before interview**. Please indicate the type of reference *i.e*. personal or professional.

|  |
| --- |
| 1. Name  Occupation  Known since    Relationship  Address ………………………………………………………………………………………….  …………………………………………………………… Post Code ………………...  Tel No. ……………………………………… Email:  2. Name  Occupation  Known since    Relationship  Address ………………………………………………………………………………………….  …………………………………………………………… Post Code ………………...  Tel No. Email  3. Name  Occupation  Known since    Relationship  Address ………………………………………………………………………………………….  …………………………………………………………… Post Code ………………...  Tel No. Email |

**2.6 RECRUITMENT OF EX-OFFENDERS POLICY - SUMMARY**

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become ‘spent’, or ignored, after a ‘rehabilitation period’. The Exceptions Order applies to work that brings the person into contact with vulnerable groups such as young people under the age of 18, and therefore the exemption under the Rehabilitation of Offenders Act 1974 applies to positions within Windows for Children.

The Exceptions Order overrules the employment rights that an ex-offender would otherwise have in respect of spent convictions. All applicants have to disclose information about spent, as well as unspent, convictions.

All applicants called for interview are encouraged to provide details of their criminal record at an early stage in the recruitment process. We request that this information is sent under separate, confidential cover to the Proprietor, and guarantee that the information will only be seen by those who need to see it under the recruitment process.

Windows for Children ensure that all those involved in the recruitment process have been suitably informed in order to identify and assess the relevance and circumstances of offences.

At interview, or in a separate discussion, we ensure that an open discussion will take place on the subject of any offences, or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice, and make a copy available on request.

A criminal record will not necessarily bar a candidate from working at Windows for Children. This would depend on the nature, circumstances and background of the offences.

**2.7 DECLARATION**

I confirm that the above statements are true and correct. I understand that any misrepresentation will invalidate my application and, if employed, could lead to dismissal. I am prepared to undergo a medical examination if required. I confirm that to the best of my knowledge there are no medical reasons which could prevent me from undertaking all of the duties within this post.

I also confirm that I am not currently subject to any serious mental health legislation, nor have I been diagnosed as suffering from any psychiatric disorder, i.e. depression or panic attacks, or subject to any psychotropic medication.

Consent under the Data Protection Act 1998 - the information given to Windows for Children in this form will be processed only by Windows for Children for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Windows for Children and for up to 6 years after the end of your employment. Otherwise this form will only be retained by Windows for Children for so long as it is required in connection with your application. By signing this consent, you give us your express consent to retain and process all the information contained in this form and to transfer it to countries outside the European Economic area if required.

**Signed:** **Date:**

**WINDOWS FOR CHILDREN**

**EQUAL OPPORTUNITIES MONITORING FORM**

**The purpose of this form**

Windows for Children operates a policy of equality of opportunity and fair treatment in employment.

Windows for Children aims to ensure that unfair discrimination does not occur, especially on the grounds of gender, marital status, race, colour, ethnic or national origins, disability, age, religious belief or sexual orientation.

To help us achieve this aim, we ask you to complete this confidential monitoring form.

We understand that some applicants may be hesitant to provide the personal details requested, but please be assured that by completing this form you will be assisting us to help you, and others, receive fair treatment with their application.

Statutory codes of practice issues by the Equal Opportunities Commission and the Commission for Racial Equality recommend that employers monitor their recruitment and employment practices to ensure their policies are working effectively.

Please complete this form. You are not required to give your name. It will be removed from your application and the information you have provided will be used for statistical monitoring purposes only. It will **not** be seen by those who are responsible for making selection decisions.

**How to mark**

Please mark your responses by using a tick.

**1. Sex:** Male………. Female ………….

**2. Date of Birth…………………...** Under 25….. 25-34…. 35-40….. 41-49….. 50+…..

**3a. Which of the following best describes you?**

Asian….. White…….. Black….. Other….. (if ‘other’, please specify)

**3b. And which of the following best describes you?**

African….. Caribbean….. European….. Pakistani….. Indian…..

Bangladeshi….. Chinese….. Other….. (if ‘other’, please specify)

**4. Are you:** a citizen of the UK……. a citizen of another EC country…..

a citizen of another country….. other….. (if ‘other’, please specify)

**5. Please indicate your status:** single….. separated….. widowed..…

divorced….. married….. living with partner…..

**6. Do you have any children (under 18 years of age) living at home with you?**

Yes…. No…..

**7. Do you have any elderly or disabled relatives living with you who are not fully able to care for themselves?**

Yes….. No…..

**THANK YOU FOR COMPLETING THIS FORM**

For official use only

**Application No**.….. declined applicant….. short listed…..

Offered job….. appointed….. applicant declined offer…..

