

Job Application Form



Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form to:	Prosperity Children's Services 8 Venus House, Mercury Rise Skyeside Drive, Altham, Accrington, Lancashire, BB5 5BY	Ref. No. (Office Use Only)
The deadline for receipt of completed applications is:		

Details of Post Applied For:

Job Title			
Job Reference Number (if any)			
Please confirm the date you would be able to start work, if successful		Have you been referred by friend who currently works for Prosperity? If so provide their name here.	

Personal Details:

Title		First Name(s)		
Surname			Date of Birth ¹	
If you have previously been known by another name, please specify:				
Address				
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.			
	Daytime Contact Number:			
	Evening Contact Number:			

¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").

	Mobile Number (if different):			
	Email Address:			
National Insurance Number				
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:	

Education and Qualifications:

Please also include any relevant professional qualifications.

Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

Professional Development:

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Driving Licence:

Do you hold a full current Driving Licence?	Yes	No
Do you have any current endorsements?	Yes	No
If YES, please provide details:		

Employment History:

Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). 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 and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed above, 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

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post 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.

Referees:

- References will only be sought for successful candidates. **It is our policy to obtain references prior to you commencing your role with us. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- Any other referees must be your previous employers or if applicable must be obtained from your prior education (e.g. a college or university lecturer).
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- Your referees will be asked about any disciplinary offences/investigations and safeguarding allegations/concerns.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- You must provide reference details for the previous 5 years.
- **Other previous employers may also be approached for information, prior to employment, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	
Referee 3		Personal Referee 4	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	

Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

Prosperity Children's Services welcomes 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.

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.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Important changes to the law on the disclosure of criminal records information mean that a prospective employer can only ask you to disclose any unspent cautions, convictions, warnings or bindovers, that are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). New filtering rules have also been introduced, although these rules do not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. Also, because positions in working with children are considered to be 'excepted', when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from the HR.

Please answer the following questions:

Do you have any unspent convictions, cautions, warnings or bind-overs that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and/or are you the subject of a current police investigation or have criminal proceedings pending against you?	YES/NO
Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?	YES/NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children.

If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Are you currently registered with the DBS Update Service?

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 Prosperity Children's Services 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.

A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, children's homes are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;
- Living in the same household where another person who is disqualified lives or works (referred to as disqualification 'by association').

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

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 or a member of staff at Prosperity Children's Service?

YES / NO

If YES, please provide below their name(s) and role(s), and state your relationship:

Disciplinary Issues

Have you ever been dismissed or resigned in the face of a dismissal or warning?		YES / NO	
Have you ever been the subject of an allegation(s) in relation to the safety and welfare of children, young people and / or vulnerable adults, either substantiated or unsubstantiated?		YES / NO	
If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.			
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.			
<p>Retention of Application Forms: The General Data Protection Regulation (GDPR) It is Prosperity Children's Services 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 tick this box <input type="checkbox"/></p> <p><i>All information is handled and transferred under the terms The General Data Protection Regulation (GDPR)</i></p>			

OFFICE USE ONLY

I declare that I have reviewed the Candidate's employment history and gaps and confirm I am satisfied with the information supplied.			
Signature of Manager/Senior Employee		Date	

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Equality & Diversity Monitoring Form

Prosperity Children's Services wants to meet the aims and commitments set out in its Equality, Diversity & Inclusion Policy. The includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation requires your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you have any questions about this form contact Jenna Melling, Human Resources Manager.

The form will be separated from your application upon receipt and will not be shared with the selection panel. Thank you.

Name:			
Post Applied For:		Where did you see this post advertised?	

Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own gender identity, please write it below:

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
 50-54 55-59 60-64 65+ Prefer not to say

Ethnicity What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other Mixed or Multiple ethnic background, please write in:

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect of your disability or health condition on your work? Please write in here:

The information on this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment' then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual
Undecided Prefer not to say

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim
Sikh Prefer not to say If other religion or belief, please write in:

What is your working pattern?

Full time Part time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours
Job-share Flexible shifts Compressed hours Homeworking Prefer not to say
If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None
Primary carer of a child/children (under 18)
Primary carer of a disabled child/children
Primary carer of a disabled adult (18 an over)
Primary carer of an older person
Secondary carer (another person carries our the main caring role)
Prefer not to say