 APPLICATION FORM

**You must complete all sections of the application form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete, continuing on separate sheets where necessary. CVs in isolation will not be accepted.**

|  |
| --- |
| **VACANCY INFORMATION** |
| **Position being** **applied for** |  |
| **Location**  |  |
| **Hours**  | Full Time / Part Time / Bank |
| **Closing Date** |  |

|  |
| --- |
| **PERSONAL DETAILS** |
| **Title** |  | **Surname** |  |
| **First Name (s)** |  | **Known as (if different)** |  |
| **If applicable, please provide details of any former names. (A birth certificate and a formal name change document will need to be provided)** |
| **Home Address** |  |
| **Email** |  | **Preferred Contact Number** |  |

|  |
| --- |
| **ENTITLEMENT TO WORK IN THE UK***All applicants will be required to provide evidence to their right to work in the UK during pre-employment stage.**If you have a biometric residence permit, a biometric residence card or have status under the EU settlement scheme checks will be completed via the home office and you will be required to provide a right to work share code.*  |
| **I confirm that I am entitled to work in the UK** YES / NO (please circle)**Do you have any restrictions that apply to you?** YES / NO (please circle)If yes, please provide details: |

|  |
| --- |
| **EMPLOYMENT HISTORY – Present or most recent employment**  |
| **Name of Employer**  |  |
| **Address of Employer**  |  |
| **Job Title** |  |
| **Start Date (DD/MM/YY)** |  | **End Date (DD/MM/YY)** **(if applicable)** |  |
| **Main duties and responsibilities**  |  |
| **Reason for seeking new position/leaving**  |  |
| **Notice Period/date available to start** |  | **Salary** |  |

|  |
| --- |
| **PREVIOUS EMPLOYMENT** *It is* ***essential*** *that a COMPLETE record of all periods of employment and non-employment are fully documented here from the time of leaving secondary education. Please give dates, details, and an explanation for any gaps in your employment history. All information should be completed in the format requested and in chronological order. We reserve the right to contact any previous employer(s) should the need arise.*  |
| **Start Date****(DD/MM/YY** | **End Date****(DD/MM/YY)** | **Name and Address of Employer** | **Job Title and brief outline of duties** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |   |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| ***EDUCATION, TRAINING AND DEVELOPMENT****List below your all your education history – secondary school/college/university/apprenticeships – including current studies, with the most recent first.* *We reserve the right to contact any educational establishments to verify details given* |
| **Name and address of Education Provision** | **Dates From – To (DD/MM/YY)** | **Courses/subjects taken** | **Qualifications/grade and dates achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Please provide details of any relevant learning and development. Please include dates.**(e.g. short courses, first aid, computer skills, work based NVQ/Diploma’s etc and any current courses)* |
|  |

|  |
| --- |
| **Professional / Technical Membership** |
| **Name of professional / technical body** | **Grade of Membership**  |
|  |  |
|  |  |

|  |
| --- |
| **SUPPORTING STATEMENT***Please read the job description and person specification provided. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences, including paid employment, voluntary work, family and life experiences, leisure activities and interests as evidence.* |
|  |

|  |
| --- |
| **REFERENCES***Please provide details of two references of which one MUST be your current or last employer, or education provision if this is your first job. References from relatives or people who you only know as a friend or colleague cannot be accepted. Additional references may be required. We will seek information about reasons for leaving, dates of employment any whether there have been any safeguarding concerns relating to working with children.* *Please note that as part of our safer recruitment policy Anchor Care and Education will seek to obtain clarification of reasons for leaving from* ***all*** *care related roles (working with children and adults).**Anchor Care and Education Limited has the final decision on whether references are “satisfactory” and meet with company requirements. If you have any concerns about this, please do not hesitate to contact us before you apply for a job with us.*  |
| **Reference 1 – this must be your current or most recent employer/education provider** |
| **Name** |  |
| **Position Held** |  |
| **Relationship** **to you** |  |
| **Name and Address of Employer (or Education Provision)** |  |
| **Telephone Number** |  |
| **Email** |  |
| **May we contact this referee prior to interview? YES / NO** |
| **Reference 2** |
| **Name** |  |
| **Position Held** |  |
| **Relationship to you** |  |
| **Name and Address of Employer (or Education Provision)** |  |
| **Telephone Number** |  |
| **Email** |  |
| **May we contact this referee prior to interview? YES / NO** |

|  |
| --- |
| **DECLARATIONS**  |
| *Anchor Care and Education Limited’s ability to make employment decisions based on any previous criminal convictions is governed by the Rehabilitation of Offenders Act 1974. The position for which you are applying for involves contact with vulnerable children and is therefore exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales).* ***If you are shortlisted for this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.*** *A criminal conviction does not automatically deny a person the chance to work or volunteer with Anchor Care and Education Limited, except in the case of offences against children or withheld information on any offence. Any information you may provide will be treated in the strictest confidence.* |
| **Have you ever been convicted of any offence, or been given a caution, reprimand, or final warning (see notes above).****If yes, please give details in a sealed envelope marked “Confidential – Disclosure” which will only be viewed if you are shortlisted and discussed at interview.** | **YES** | **NO** |
| **Are you currently the subject of any police investigations following allegations made against you?****If yes, please give details in a sealed envelope marked “Confidential – Disclosure” which will only be viewed if you are shortlisted and discussed at interview.** | **YES** | **NO** |
| **If your application is successful you will be required to complete an Enhanced DBS (Disclosure and Barring Service) check so that any background including “spent” convictions, bind-overs, or cautions, are disclosed.**  |
| **Do you currently have an Enhanced DBS Certificate to cover working with children?** | **YES** | **NO** |
| **Are you currently registered with the DBS Update Service?****What is your renewal date?** |  **YES** | **NO** |
| **SAFEGUARDING DECLARATION** **We are committed to safeguarding and promotion the welfare of vulnerable children and young people and expect our staff and volunteers to share this commitment.** |
| **I declare that:*** **I am not barred or disqualified from working with vulnerable children, or young people**
* **I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other Regulatory Body**

**Signed** **Print Name Date** |
| **OTHER INFORMATION**  |
| **Do you hold a full current driving licence and are willing to drive as part of your role?** |  **YES** | **NO** |
| **Do you own a car?** |  **YES** | **NO** |
| **Please confirm whether this will be your only employment?** |  **YES** | **NO** |
| **Have you ever been the subject of a formal safeguarding disciplinary sanction or are you in the process of on-going safeguarding investigation and/or disciplinary proceedings in your current employment?** |  **YES** | **NO** |
| **Have you ever been dismissed from any previous employment for reason other than redundancy?****If Yes, please indicate which employment and specific the reasons for your dismissal in a sealed envelope marked “Confidential – Disclosure” which will only be viewed if you are shortlisted and discussed at interview.** |  **YES** | **NO** |
| **Are you related to anyone with Anchor Care and Education Limited?****If Yes, please provide details** |  **YES** | **NO** |
| **Have you been referred by a current employee at Anchor Care and Education?****If yes, please provide their name as part of the Company’s Refer a Friend Scheme.** | **YES** | **NO** |
| **GENERAL DECLARATION****My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application, lead to withdrawal of any offer of appointment, or lead to my dismissal at any time in the future. In some circumstances I understand that this may lead to criminal prosecution or reporting to the relevant authorities.****I understand that any offer of employment is conditional subject to safer recruitment checks outlined in Anchor Care and Education’s Safer Recruitment Policy.****Full Name****Signed Date**  |

|  |
| --- |
| AVAILABILITY |
| Are there any dates when you are not available for interview? |

|  |
| --- |
| DATA PROTECTION |
| The information that you provide on this form will be used to process your application for employment purposes only with Anchor Care and Education Limited. We process this information in line with our job applicant privacy notice.By Signing this application form under general declaration, you agree to the processing of your personal data, in accordance with our registration with the Information Commissioner’s Office. |