

**RECRUITMENT APPLICATION FORM**

**Personal Details (BLOCK CAPITALS PLEASE) – Section A**

Preferred Title:

Surname:

Forenames (In full):

Permanent Address:

Postcode:

Daytime Contact Number:

Email Address:

NI Number:

Do you require a work permit to work in the UK: Yes/No

All applicants will be asked at interview to provide documentary evidence of their right to work in the UK? Do you have any restrictions that apply to you? Yes/No

Do you hold a current full UK driving licence? Yes/No

Do you have use of a vehicle for work purposes? Yes/No

**Further Particulars – Section B**

Have you been barred or disqualified from working with vulnerable groups, children or young people? Yes/No

Have you been subject to any sanctions or conditions on your employment imposed by the DBS, Secretary of State or other regulatory body? Yes/No

Do you live with a person who is included on a DBS barred list? Yes/No

Have you had a referral made in relation to you? Yes/No

Are you being recommended by a Five Rivers Child Care employee? Yes/No

Name of employee (if applicable):

Have you worked for us previously or currently as an Agency Worker? Yes/No

If yes, please give details:

Are you related to any Five Rivers Child Care employee? Yes/No

Name of employee (If applicable):

**Criminal Convictions – Section C**

**Disclosure and Barring Checks**

Five Rivers Child Care operate in areas of employment which are exempt for the Rehabilitation of Offenders Act. For jobs which are defined as a “regulated activity” any criminal background including “spent” convictions, bind-over orders or cautions must be disclosed. As part of our safer recruitment processes, we use the Disclosure and Barring Service to undertake an enhanced level check, including barred lists on candidates who have been offered a position in a “regulated job”. Other positions may require a lower level of DBS check and for some positions (non-regulated activities) a DBSW check is not a requirement. Having a conviction will not necessary preclude form employment, the DBS is only one of the pre-employment checks undertaken and information it contains is taken into consideration along with all other recruitment information.

**DBS Barred List Declaration:**

The company is legally required not to employ a person or use as a volunteer in a regulated activity a person who is on the DBS barred list or lives with somebody who is on the DBS barred list. A person who is on the barred list and attempts to undertake work in a regulated activity is breaking the law. As part of this application process you have already confirmed the following:

I am not barred or disqualified from working with vulnerable groups, children or young people.

I confirm I am not subject to any sanctions or conditions on my employment imposed by the DBS, Secretary of State or other regulatory body.

I confirm that a referral has not been made in relation to me

I confirm that I do not live with a person who is included on a DBS barred list.

I confirm the above declarations are true and correct Yes/No

**Spent/Unspent convictions Declaration:**

The position for which you are applying involves contact with vulnerable groups. It is exempt from the rehabilitation of Offenders Act 1074 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, reprimands, final warnings or any criminal convictions that would otherwise have been considered “Spent “under the Act

Have you ever been convicted of any offence, been bound-over, reprimanded or warned or given a caution? Yes/No

If you do have a spent or unspent conviction, bound-over, reprimand, warning or caution you will be asked to confidentially disclose the details. Details of the information required will be provided to you if you are short-listed for interview

**Education, Training and Qualifications – Section D**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Secondary Schools/Colleges** | **Qualifications Gained**  **(Subject/Level/Grade/Year)** |
| **From** | **To** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Bodies Membership Status – Section E**

|  |  |  |
| --- | --- | --- |
| **Date** | **Name of Institute** | **Type of Membership** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**References - Section F**

**Please give name and addresses of at least three people who can provide us with references covering the past 5 years in employment, one of whom must be your present employer or, if you are not employed, your last employer. If you have gaps in employment over the past 5 years one referee must be a character reference – This person cannot be a family friend or family member**

|  |  |
| --- | --- |
| **Referee 1**  Name:  Position:  Company:  Address:  Tel Number:  Email:  Contact prior to interview: Yes/No | **Referee 2**  Name:  Position:  Company:  Address:  Tel Number:  Email:  Contact prior to interview: Yes/No |
| **Referee 3**  Name:  Position:  Company:  Address:  Tel Number:  Email:  Contact prior to interview: Yes/No | **Referee 4**  Name:  Position:  Company:  Address:  Tel Number:  Email:  Contact prior to interview: Yes/No |

**Current and Previous Employment – Section G**

**Please read these instructions carefully before answering:**

**Due to Ofsted regulations, we need to check and verify your full education/employment history including any gaps in education/employment.**

**Please start with your current employment, followed by your previous employment history all the way through and ending with your secondary education.**

**Any gaps in education/ employment (even for 1 month) must be added separately** **with an explanation for the gap**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates Employed | | Job Title | Outline of Role | Employers Name and Address | Reason for Leaving |
| From | To |  |  |  |  |
|  | |  |  |  |  |

**Information in Support of your Application – Section H**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the job profile and advert as a guide, please explain your reasons for applying for the role and how your skills, knowledge, aptitude and experience makes you a good match for this job

**Safeguarding Declaration – Section I**

Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary or capability proceedings in your current employment? Yes/No

Have you been subject to any police or safeguarding investigations currently or in the past? Yes/No

Have you been dismissed from any previous employment? Yes/No

If you responded “Yes” to any of the above, please provide further details:

I confirm the information declared in this application form is true and accurate Yes/No

I understand that providing false, incomplete or misleading information will disqualify my application for employment

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