Please complete all this form in type or black ink only and use the same size paper (A4) as continuation sheets.

**\*\* CV’s will not be accepted** as per Safer Recruitment and Vetting Standards\*\*

|  |  |
| --- | --- |
| Name of Applicant |  |
| Date of Birth |  |
| Position Applied For |  |
| Job Location |  |
| **Section 1- Personal Details** | |
| Title |  |
| First Name (s) |  |
| Surname |  |
| Full Address Details |  |
|  |
| Postcode |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Contact Email |  |
| National Insurance Number |  |
| Driving License Number  (If Applicable) |  |
| Do you have access to a car that can be used for work purposes and business insurance? | Yes / No |
| Do you have any current driving endorsements? | Yes / No |
| Do you require a work permit? | Yes / No |
| What is your DBS Number? (if any) |  |
| **Section 2- Education & Training** | |

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| --- | --- | --- | --- | --- | --- |
| Please provide a full breakdown of all education from the age of 11yrs | | | | | |
| Name of School/ Establishment | Course Name | | Start Date | Completion Date | Grade/Level Achieved |
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| **Training** | | | | | |
| This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include professional training and give date of completion.  (*Please continue on a separate sheet if necessary*) | | | | | |
| **Organisation** | **Course Title** | | **From** | **To** | |
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| **Section 3- Current Employment** | | | | | |
| **Position whilst in Employment** |  | | **Salary** |  | |
| **Name of Employee** |  | | **Address of Organisation** |  | |
| **Dates of Employment** | **Start** | | **From** |  | |
| Briefly describe your main roles and responsibilities: | | | | | |
| **Previous Employment History**  Include permanent and temporary work, voluntary work and any work experience from leaving school | | | | | |
| **Position/Role** | **Organisation Address and Include the Nature of the Business** | | **Dates To/From**  **Month-Year** | **Reason for Leaving** | |
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| **Gaps in Employment History**  **Please state information around any gaps in your employment in chronological order.** | | | | | |
| **Exact Date** | **Reason for Break/Gap in Employment** | | | | |
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| **Section 4: References** | | | | | |
| Please provide two references. One must be your present or last employer (where applicable) and another second employer.  \*References will be sought to cover all positions whereby you have worked with children, young people and vulnerable adults.  Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.  **A job offer will not be made without a minimum of two satisfactory references.** | | | | | |
| **Most Recent Employee Referee Details** | | | | | |
| **Name of Referee** |  | | **Role** |  | |
| **Address** |  | | | | |
| **Email Address** |  | | | | |
| **Tel (Landline)** |  | | | | |
| **Second Employee Referee Details** | | | | | |
| **Name of Referee** |  | | **Role** |  | |
| **Address** |  | | | | |
| **Email Address** |  | | | | |
| **Tel (Landline)** |  | | | | |
| **Section 5: Warnings and Disciplinary** | | | | | |
| **Have you ever been dismissed or have you ever resigned whilst in the process of any disciplinary proceedings** |  | | | | |
| **Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people or vulnerable adults either substantiated or unsubstantiated?** |  | | | | |
| **If you have answered yes to any of the above questions, you must supply further information details on a separately, place it in a sealed envelope marked confidential and attach it to your application form.** | | | | | |
| **Section 6: Absent from Work (Last 12 months)** | | | | | |
| Please give the number of days and reason for any sickness/absence days taken during the last 12 months. | | | | | |
| **Number of Days** | **Reason** | | | | |
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| **Section 7:** | | | | | |
| You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare  any convictions regardless of whether or not the time limit has elapsed.  All appointments are subject to an enhanced DBS check.  Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  \*\*N.B. Declaration of convictions will not necessarily bar you from employment. | | | | | |
| **Have you ever been formally cautioned, or do you have any previous criminal convictions?**  **Yes / No** | | | | | |
| **If Yes please provide details, including dates and conviction details** | | | | | |
|  | | | | | |
| **Are there any alleged offences against you that are currently being investigated or are outstanding?**  **Yes / No** | | | | | |
| **Section 8 – Disclosure and Barring** | | | | | |
| Successful applicants will be subject to an enhanced DBS check (formally known as CRB) and will be subscribed to the DBS update Service. FtF will carry out these checks on your behalf. | | | | | |
| **Are you giving us your consent to carry out the necessary checks?**  **Yes/ No** | | | | | |
| **Section 9- Declaration of Interest** | | | | | |
| **Do you have any relationships with any person employed by or connected with Footsteps to Futures?**  **Yes/ No** | | | | | |
| **Section 10: Declaration** | | | | | |
| I declare that the information given both on this application form, disclaimer form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. | | | | | |
| **Applicants Full Name** | |  | | | |
| **Signature** | |  | | | |
| **Date of Application** | |  | | | |
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| **Data Protection Act 1998**  Footsteps to Futures will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.  We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. | | | | | |
| **How to return your form** | | | | | |
| Please send your completed forms to**:**  [charlie.o'neill@footstepstofutures.co.uk](mailto:charlie.o'neill@footstepstofutures.co.uk)  or by post to:  Footsteps to Futures  Unit 5 Riverbank Business Park  Whatton in The Vale  Nottinghamshire  NG13 9FX  In the meantime may we take this opportunity to thank you for your interest in working for Footsteps to Futures.  \*Please note if we do not contact you within 4 weeks of the published closing date then you have not been successful on this occasion | | | | | |