EMPLOYMENT APPLICATION FORM

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space, please continue on an additional page. Please return completed form by email to our Business Manager Annaliese Boucher at [annaliese@appeer.org.uk](mailto:annaliese@appeer.org.uk). |

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| **Details of Post Applied For:** | |
| **Job Title** |  |

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| **Personal Details:** | | | | | |
| **Title** |  | | **Known as** | |  |
| **First Name(s)** |  | | **Surname** | |  |
| **If you have previously been known by another name, please specify:** | |  | | | |
| **Address** |  | | | | |
| **Contact Details** | Please only include numbers or addresses that you are happy for us to use. | | | | |
| Phone Number: | | |  | |
| Mobile Number (if different): | | |  | |
| Email Address: | | |  | |
| **National Insurance Number** | | | |  | |
| **Date of Birth:** | | | |  | |
| **Rights to work in the UK** | | | | | |
| **Do you currently have the right to work in the UK?** YES ☐ NO ☐ | | | | | |
| **If no, please give us any relevant detail below:** | | | | | |
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| **Education and Qualifications:** | | | |
| Please also include any relevant professional qualifications. | | | |
| **Name of Institution (e.g. School, College or University)** | **Dates Attended**  (most recent first) | | **Courses/Subjects Taken and Examinations Results or Award** |
| From (Month/Year) | To (Month/Year) |
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| **Training or Professional Development:** | | | | |
| Please give details of any courses or training undertaken which may support your application: | | | | |
| **Course Title** | **Course Provider** | **Dates Attended**  (most recent first) | | **Award (if any)** |
| From (M/Y) | To (M/Y) |
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| **Employment History** | | | | | |
| Please give details of your previous employment, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are invited to interview. Please use a continuation sheet if necessary. | | | | | |
| **Employer Name and Address** | **Position** | **Dates from**  (M/Y) | **Date to**  (M/Y) | **Salary** | **Reason for Leaving** |
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| **Supporting statement** |
| Please provide a supporting statement that addresses the following points:  1. Your interest in this position and what you believe you can contribute to Appeer.  2. Your personal qualities and experience.  3. key responsibilities and achievements relevant to this application. |
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| **Safeguarding Compliance and Disclosure and Barring Service** | | | | | |
| **Appeer Community Interest Company is committed to safeguarding the welfare of youth participating in its activities. Due to the nature of contact with young people and families, staff and volunteers undergo additional background checks.**  Candidates offered employment or volunteer positions must complete a Standard or Enhanced Disclosure and Barring Service (DBS) check, depending on their contact with children or vulnerable adults. It is a criminal offence for barred individuals to work with children.  This position is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Orders. Disqualification criteria include:   * Certain violent and sexual offences against children and adults * Grounds related to child care, such as court orders concerning a child in their care * Refusal or cancellation of registration for childcare or children's homes or disqualification from private fostering.   **You are required to declare any spent convictions, cautions, warnings, and bind-overs you may have, regardless of when they occurred, as well as any pending criminal proceedings or ongoing police investigations.**  Having a criminal record will not necessarily bar you from being appointed; this will depend on the nature of the offence(s) and their relevance to the position you are applying for. However, if you fail to declare any of the above or if you intentionally conceal or omit any other relevant facts that are later revealed, it could jeopardise your appointment, and you may be dismissed without notice.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, made in 2013 and 2020, state that when applying for certain jobs and activities, specific convictions and cautions are considered ‘protected.’ This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. New filtering rules have also been introduced, but these rules do not apply to individuals with two or more convictions.  Positions in childcare settings are considered 'excepted' roles, which means that when your certificate is issued, it may include information about spent convictions that the DBS (Disclosure and Barring Service) believes your employer should consider to protect vulnerable groups, including children. Additionally, certain serious offences, such as serious sexual and violent crimes, will never be removed from a DBS certificate.  Further guidance can be found at the **Disclosure and Barring Service website at:** <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. | | | | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | | | | YES ☐ NO☐ |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | | | | | YES ☐ NO☐ |
| **If you have answered ‘YES’ to either above, please delete any below which do not apply to you and for those which do, provide:** | | | | | |
| If applicable please provide us with the following: Details of any order, determination, conviction, or other ground for disqualification from registration under the Childcare (Disqualification) Regulation 2009;  *Continue to next page* | | | | | |
| 1. Please provide us with the following information. The date of the order, determination or conviction, or the date when the other ground for disqualification arose: | | | | | |
| Give detail here | | | | | |
| 1. Which body made the order, determination or conviction? Example; which court? | | | | | |
| Give detail here | | | | | |
| 1. If you have a certified copy of the relevant order (in relation to an order or conviction) please attach to the application and confirm here. | | | | | I have attached  a copy ☐ |
| **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 |  | | | Renewal Date |  |
| **Level of check obtained at point of registration?** | | | STANDARD ☐ ENHANCED ☐ | | |
| **Type of workforce** | | CHILDREN ☐ ADULT ☐ OTHER ☐ | | | |
| **Applicant declaration:**  By signing this application form and providing the information above I understand that I am authorising Appeer Community Interest Company 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. I understand that, should the check not be to the satisfaction of Appeer Community Interest Company, any offer of employment may be withdrawn or my employment terminated.  Please confirm that you understand and agree ☐ | | | | | |

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| **Declaration of Relationships:** | |
| Are you related to, or have a personal or professional relationship with, any member of staff at Appeer Community Interest Company? | YES ☐ NO☐ |
| **If YES, please provide below his/her name and role, and state your relationship:** | |
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| **DATA PRIVACY AND DATA PROTECTION** |
| **Recruitment and Personal Data Collection**  The personal information collected in this form will be used exclusively for recruitment and selection purposes related to the position you have applied for. The company will retain all application forms from unsuccessful candidates for a period of six months, after which they will be securely destroyed in accordance with our data control and retention policy. Please confirm that you understand and agree to these practices.  I agree and understand ☐  **Contact regarding other available positions**  If an applicant is not successful but we find another suitable position during the retention period, we may reach out to them regarding these roles. Please provide your consent for us to use your information in this way.  I agree to my information being used in this way ☐  I do not agree to my information being used in this way ☐  We process and store your information in accordance with the Data Protection Act 2018 (UK GDPR). For details on how your data is used and your rights regarding your data, please refer to Appeer's GDPR Policy and Data Privacy Statement on our website at www.appeer.org.uk. If you need to contact the Data Controller, Appeer CIC, please email us at **annaliese@apeer.org.uk**. |
| **Accommodations for shortlisting** |
| As a Disability Confident employer, we encourage applications from disabled individuals. Please let us know in the box below if there are any specific accommodations we can provide to ensure that the shortlisting process is fair for candidates with disabilities. We are also committed to making reasonable adjustments for the interview and any other selection activities.  In the event that you are shortlisted for interview, please indicate any reasonable adjustments you require below |
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| **Applicant Declaration** | | | |
| **Please sign to confirm your agreement to the following statements:**   * I confirm that the information provided on this form is accurate to the best of my knowledge. * I understand that submitting false or misleading information constitutes an offence that may result in the rejection of my application. Should I be offered employment, it may lead to disciplinary measures, including termination. Furthermore, such actions could result in a referral to law enforcement authorities. * I acknowledge my obligation to notify the appropriate Appeer Community Interest Company parties of any changes to this declaration during my employment. * I am aware that my application form will be retained for six months or, in the event of a successful application, transferred to my personnel file. * I consent to the personal data utilised for recruitment and selection purposes. | | | |
| **Signature of Applicant** |  | **Date** |  |

We want to take this opportunity to thank you for applying for a position at Appeer CIC. We will contact you after the closing date to inform you of the outcome of your application.

Please ensure your application pack is complete and sent to the Business Manager, Annaliese Boucher, using the email address [annaliese@appeer.org.uk](mailto:annaliese@appeer.org.uk) before the deadline.

All applications must be received by 5 PM, as we cannot process any applications submitted after this time. If you have any questions, please get in touch with our administrator, Sarah, at s**arah@appeer.org.uk**.