

Application for Employment

(Please ensure that all sections of this form are completed in either ink or typed)

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| Application for the post of: | |
| Where did you see this position advertised? | |

Personal Details:

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| Current Surname: | |
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| Forenames: | |
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|-----------------|--|
| Former Name(s): | |
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|----------------|--|---------------------------|--|
| Date of Birth: | | National Insurance Number | |
|----------------|--|---------------------------|--|

Please Note: We are unable to accept applications from anyone under 23 years of age for positions within our Children & Young People's Service, in order to comply with Ofsted Minimum Requirements for Children's Homes

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|---------------|--|
| Home Address: | |
|---------------|--|

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|--|--|
| Home/Mobile Telephone Number: <i>(or a number on which you can be easily contacted):</i> | |
| Work Telephone Number: <i>(if you can be contacted there)</i> | |
| Email Address: | |

Employment Details:

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| Present (or most recent) Job Title: | |
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| Name and address of Employer: |
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| Period of Notice required: | |
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| Post held and brief outline of your duties: |
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|----------------------|--|----------------|--|
| Date of Appointment: | | Annual Salary: | |
|----------------------|--|----------------|--|

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|---|--|
| Date and reason for leaving (if applicable) | |
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Previous Appointments: *(Please note that we are required by legislation to gain a **full career history**, including any voluntary work undertaken, for all applicants, commencing from the end of Secondary Education. No appointments can be made without it. Please continue on a separate sheet if necessary. Please give details of any gaps in your employment history. **Dates must include the month and year.***

| Dates From: MM/YY | To: MM/YY | Employer's Name and Address | Post Held (with grade if appropriate) | Reason for Leaving |
|-------------------|-----------|-----------------------------|---------------------------------------|--------------------|
| | | | | |

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| Will the post applied for be your main job? | Yes/No |
| If No please give details | |
| If successful, will you have other paid employment? | Yes/No |
| If Yes please give details | |

Education and Qualifications:

(Please give as much detail as possible, start with the most recent, going back to Secondary Education level, and continue on a separate sheet if necessary)

| Dates From: | To: | Name of Institution | Qualification Gained | Subject | Grade/ Class |
|-------------|-----|---------------------|----------------------|---------|--------------|
| | | | | | |

Training:

(For example, Short Courses, Vocational and Professional Courses. Please continue on a separate sheet if necessary)

| Date | Name of Institution | Title and Nature of Course |
|------|---------------------|----------------------------|
| | | |

Professional Registrations and Membership of Professional Institutions/ Societies

| Admission Date | Name of Professional Body | Class of Membership | By Examination (Yes/No) |
|---|---------------------------|---------------------|-------------------------|
| | | | |
| If you are a qualified teacher, nurse or social worker, please declare your DFE/GTC Number or Registration PIN: | | | |

Personal Statement:

Please make a statement about your reasons for applying. Note that applications are unlikely to be considered if this section is left blank without good reason. Continue on a separate sheet if necessary

Referees:

Please give details of two people who would be prepared to act as a referee on your behalf. One of these **must** be your present or most recent employer, who, if you prefer, will not be contacted until a firm offer of employment has been made.

However, **all** appointments are subject to satisfactory, written references. If you have not been employed before, please give the details of someone responsible who knows you well. Referees should not be a relative or close friend.

Please do not nominate both your referees from the same employer.

Please note that references may be taken up for short listed candidates before interview, unless you indicate otherwise.

| 1 st Referee (Employer Reference) | 2 nd Referee |
|--|----------------------------------|
| Name: | Name: |
| Address: | Address: |
| Telephone No: | Telephone No: |
| May we contact before Interview? | May we contact before Interview? |
| Do you consent to iMap Centre seeking information from your referees regarding your sickness and absence history and involvement in Disciplinary/ Grievance actions? | Yes/No |

Safer Recruitment to Protect the Vulnerable:

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and an Enhanced Disclosure from DBS is required for this position.

'It is an offence for a disqualified person to work in childcare.

In addition to being personally disqualified you will be disqualified by association if you live in the same household as a disqualified person or in a household in which a disqualified person is employed.'

Details of Cautions/Convictions of Any Offence:

The post for which you are applying is a regulated position. It is a **criminal offence** for a disqualified person to apply to work in a regulated position. The post is also exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended. This means that **all convictions**, including those that are "spent" under the terms of the Rehabilitation of Offenders Act 1974, but excluding those that are "protected" under the Exceptions Order, will be made known to us. Protected convictions are classified as old (ie, over 11 years) or offences considered to be minor.

The information provided will be taken into account in deciding whether to make an appointment or not. It will be completely confidential and will be considered only in relation to this application.

If your application is successful, you will be required to co-operate with us in obtaining a disclosure of criminal convictions from the Disclosure and Barring Service.

A copy of iMap's Statement on the Recruitment of Ex-Offenders is attached.

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| Are you a disqualified person? | Yes/No |
| Do you have any unspent convictions, cautions, reprimands or warnings? | Yes/No |
| If Yes, please give details on a separate sheet and attach in a sealed envelope marked 'Confidential' | |
| Are there any criminal proceedings pending against you? | Yes/No |
| Have you ever been included on the ISA Children's/Vulnerable Adults' Barred Lists? | Yes/No |
| Have you ever been the subject of an investigation by a professional body? | Yes/No |

General Information:

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| Do you possess a full, current UK Driving Licence? | Yes/No |
| Details of any convictions on licence: | |

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| Do you require a Work Permit to take up employment within the UK? (If Yes, please note that you will be required to bring along the relevant documents to interview) | Yes/No |
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| Please give details of any family/close relationship to any iMap Centre employee: | |
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Signatures:

I declare that I have read this form in full and all the information given is, to the best of my knowledge, true, I declare that I have answered all questions fully and not omitted information that is asked for. I understand that all appointments are subject to CRB disclosure, a Health Check and written references, all of which must be satisfactory. I understand that any information later shown to have been deliberately misleading or untrue (including by omission) could lead to internal disciplinary procedures and/or termination of a contract of employment.

Signed: _____ Date: _____

Data Protection Act 1998

I hereby give consent for personal information provided as part of this application to be held on computer or other relevant filing systems in accordance with the Data Protection Act 1998.

Signed: _____ Date: _____

Please be advised that all information on unsuccessful applicants will be destroyed after the selection process is completed. All successful applicants will have their information stored in a personnel file which will be kept for the minimum time (according to legal guidelines) after any termination of employment.

Statement on the recruitment of ex-offenders

Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

