|  |
| --- |
| **DBS SAFEGUARDING APPLICATION FORM** |

This Local Authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment

|  |  |
| --- | --- |
| **Vacancy Details** | |
| Job Title: |  |
| Job reference number: |  |
| **Advertising origin** | |
| Where did you hear about this vacancy? |  |

It is the Employers policy to ensure all appointments are made on merit. The details that you disclose under section A are for monitoring purposes only and to ensure that our recruitment processes remain fair for all applicants. The information you provide will be removed before shortlisting begins and be held in accordance with the General Data Protection Regulation for the purposes of anonymous reporting; this information will also form part of the successful candidate's HR record.

|  |  |
| --- | --- |
| **Personal Details** | |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Known as: |  |
| Date of Birth: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| National Insurance Number: |  |

|  |
| --- |
| **Eligibility to work in the UK** |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. |
| Do you have an entitlement to work in the UK? **YES  NO** |

|  |
| --- |
| **MONITORING EQUALITY AND DIVERISTY** |

|  |
| --- |
| **Gender** |
| Male  Female  Is your gender identity the same as the gender you were assigned at birth?  Yes  No |

|  |  |  |
| --- | --- | --- |
| **Ethnic Origin** | | |
| **White** | British |  |
|  | Irish |  |
| Traveller of Irish Heritage |  |
| Gypsy/Roma |  |
| Polish |  |
| Other White European |  |
| Other White |  |
| **Mixed** | White and Black Caribbean |  |
|  | White and Black African |  |
| White and Indian |  |
| White and Pakistani |  |
| White and Bangladeshi |  |
| Other mixed |  |
| **Asian or Asian British** | Indian |  |
|  | Pakistani |  |
| Bangladeshi |  |
| Kashmiri |  |
| Other Asian |  |
| **Black or Black British** | Caribbean |  |
|  | African |  |
| British |  |
| Somali |  |
| Other black |  |
| **Chinese or other** | Chinese |  |
|  | Other ethnic group |  |
| Unknown |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Religion/Belief** | | | |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | Other |  |
| Jewish |  | No Religion |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sexual Orientation** | | | |
| Bisexual |  | Gay man |  |
| Heterosexual/Straight |  | Gay Woman/Lesbian |  |

|  |
| --- |
| **Caring Responsibilities** |
| Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?  Yes  No  If yes, please indicate who you provide such care for?  Adults (18 over)  Children |

|  |
| --- |
| **OTHER APPLICANT DETAILS** |

|  |  |  |
| --- | --- | --- |
| Are you currently, or have you previously been employed by this organisation? | Yes  No | |
| If yes, please provide dates from and to and reasons for leaving (if applicable): | Date from: |  |
| Date to: |  |
| Reason for leaving (if applicable): |  |

|  |  |  |
| --- | --- | --- |
| Are you related to a Councillor, Governor or senior officer of this organisation? | Yes  No | |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |

|  |
| --- |
| Dismissed |
| Have you ever been dismissed from any employment for any reasons other than redundancy?YES  NO  If YES please give details, including dates, reasons and employer. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **DECLARATIONS** |
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.  I can confirm that the information contained in this application is correct and complete to the best of my knowledge. I understand that my application may be rejected or that I may be dismissed from employment without notice for giving false, or withholding, information. I also give my consent to the processing of data contained, or referred to, in this application in accordance with the General Data Protection Regulation and any subsequent legislation.  **YES** |

|  |
| --- |
| REHABILITATION OF OFFENDERS |

This post involves working with children, young people, vulnerable adults or is a position of trust. The amendments  to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website ([www.gov.uk/dbs](http://www.gov.uk/dbs)). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

|  |  |
| --- | --- |
| **Declaration** | |
| Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction? | Yes  No |

If yes, please state;

Do you have any previous offences/s? If so please give details

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of Offence/s (i.e. Conviction, caution, bind–over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Disability** |
| The Equalities Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)  Do you consider yourself to be disabled according to this definition?  Yes  No  If you answered yes, how would your define this impairment? |
|  |
|  |
|  |
| This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification. |
| Please specify any arrangements we can make to assist you if you are invited for interview/assessment. |
|  |
|  |
|  |

|  |
| --- |
| **Disclosure** |

In line with the General **Data Protection Regulation** in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

|  |  |
| --- | --- |
| I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the General Data Protection Regulation and subsequent legislation. | |
| Signed: |  |
| Date: |  |

|  |
| --- |
| **REFERENCES** |

|  |
| --- |
| Please give details of two referees, one of which must be from your current/last line manager. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in with children. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. References will be taken up prior to interview due to safeguarding practices. |

|  |  |
| --- | --- |
| **Current or most recent employer** | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Switch Board Telephone number: |  |
| Email address: |  |
| Relationship to you: |  |

|  |  |
| --- | --- |
| **Previous Employer** | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Switch Board Telephone number: |  |
| Email address: |  |
| Relationship to you: |  |

|  |
| --- |
| **EMPLOYMENT HISTORY** |

This section gives us an idea of the types of roles you have done before. Please list all jobs in date order from leaving secondary education starting with the most recent and working backwards. If there are any periods of time that you were not employed, please also include those - for example you may have been travelling, seeking work, bringing up a family or in higher education. You should include voluntary work in this section, too. Please make sure that there are no gaps in the dates.

|  |  |
| --- | --- |
| **Employment Experience** | |
| Name of current/most recent employer: |  |
| Job Title: |  |
| Address: |  |
| Postcode: |  |
| Salary and benefits: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy)  (if applicable): |  |
| Period of notice required  (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previous Employment Experience** | | | | | | |
| Name of previous employers | Job Title | Address | Date from (dd/mm/yyyy) | Date to (dd/mm/yyyy) (if applicable) | Reason for leaving | Please provide brief details of duties and responsibilities |
|  |  |  |  |  |  |  |

|  |
| --- |
|  |
|  |

|  |
| --- |
| **EDUCATION AND TRAINING** |

This section is used to detail your education and training history. Please also include here details of any short courses you have undertaken which are relevant to this application and also provide details of any professional bodies of which you are a member. If there are essential qualifications on the person specification, it's important that you include them here.

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION | | | |
| Qualifications | Grade | Where Obtained | When Obtained |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Professional Body | Level & method of membership | Membership Number | Date of Membership |
|  |  |  |  |

RECES**999999**

|  |  |  |
| --- | --- | --- |
| **TRAINING / DEVELOPMENT** | | |
| Subject | Provider | Date Attended |
|  |  |  |

|  |
| --- |
|  |

|  |
| --- |
| **Skills, Knowledge and Experience** |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.  Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.   * Ensure that the information you provide is well organised and relevant. * It should show to that extent you have gained the skills and experience necessary for the post. * Give specific examples of the work you have been involved in, how you went about it and the outcome. * Always remember to specify your responsibilities rather than those of your section or department |

|  |
| --- |
|  |

|  |
| --- |
|  |