**Birtenshaw**

**EMPLOYMENT APPLICATION FORM**

Please complete this application form in black ink answering all the questions in full. Continue on additional sheets if necessary. Candidates will be short listed for interview if they meet the essential criteria in the person specification.

WE POSITIVELY WELCOME APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY.

POSITION APPLIED FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FT / PT

##### PERSONAL INFORMATION

**SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_**

**FORENAME(S) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###### PLEASE STATE ANY OTHER NAMES

**YOU HAVE BEEN KNOWN BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CURRENT ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

POST CODE; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL INSURANCE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHERE DID YOU HEAR ABOUT THIS VACANCY? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER REFERENCE NUMBER (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARE YOU AT LEAST 23 YEARS OLD (to comply with good practice guidance)? YES/NO

DO YOU HOLD A FULL DRIVING LICENCE? YES/NO

DO YOU HAVE ACCESS TO A CAR FOR WORK? YES/NO

ARE YOU INVOLVED IN ANY ACTIVITY THAT MAY RESTRICT YOU OR LIMIT YOUR AVAILABILITY TO WORK SHIFT PATTERNS, WHICH MIGHT INCLUDE EVENINGS AND WEEKENDS? (Care staff only) YES / NO / N/A

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE, CAUTIONED OR BOUND OVER BY ANY COURT? YES / NO

You may be required to undergo an Enhanced Disclosure through the Disclosure & Barring Service.

A Visa or other relevant official record showing a right to work in the UK for non-EU nationals will be required.

CURRENT EMPLOYMENT DETAILS

|  |  |  |
| --- | --- | --- |
| **DATE COMMENCED** | **EMPLOYERS NAME, ADDRESS & TEL NO.** | **REASON FOR LEAVING** |
|  | **Name**  **Address**  **Postcode**  **Telephone No** |  |
| **FULL/PART TIME** | **MAIN DUTIES AND RESPONSIBILITIES** | **JOB TITLE & SALARY** |
|  |  |  |

WORK HISTORY SINCE LEAVING SCHOOL

Your work history **must cover the full period since you left school**. The dates **must include both the month and the year**. You **must explain any gaps in employmen**t, for example, gap year, unemployed, time as a carer and so on. Please also include any unpaid or voluntary work. Continue on additional sheets if necessary. Please start with the position before your current job and work backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE.**  **FROM/TO (MM/YYYY)** | **POSITION HELD** | **EMPLOYERS NAME, ADDRESS AND TEL NO** | **REASON FOR LEAVING** |
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## EDUCATION

Please provide details of your education and relevant professional qualifications or training. Continue on additional sheets if necessary. Please note that you will be required to produce certificates of education and all qualifications listed at interview.

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| **DATE** | **NAME AND ADDRESS OF SCHOOL/COLLEGE/ UNIVERSITY** | **QUALIFICATION OBTAINED** |
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**PROFESSIONAL QUALIFICATIONS (please include any professional registration)**

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| --- | --- | --- | --- |
| **DATE** | **TITLE** | **DURATION** | **QUALIFICATION OBTAINED**  **AND/OR PROFESSIONAL REGISTRATION** |
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**IN SERVICE TRAINING**

Continue on additional sheets if necessary

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| --- | --- | --- | --- |
| **DATE** | **ORGANISATION** | **SUBJECT** | QUALIFICATION |
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**SUPPORTING STATEMENT**

Please provide a statement in support of your application giving details of relevant experience/ skills/knowledge/abilities that will enable you to fulfil the job description of the post you have applied for and how you meet the person specification and any other information that you think might be relevant. Please continue on additional sheets if necessary.

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DISCLOSURES AND DECLARATIONS

Failure to disclose criminal convictions, cautions, reprimands, bind-overs and any other police involvement that occurs during your employment with Birtenshaw, both within and outside of working hours, may result in disciplinary action being taken and may ultimately lead to dismissal from your employment.

Please indicate below whether you have ever been:

**CHARGED WITH AN OFFENCE, OR BEEN SUBJECT TO AN INVESTIGATION BY THE POLICE?**

**YES/NO**

**IF ‘YES’ PLEASE GIVE DETAILS**

**AND/OR**

**SUBJECT TO ANY FORM OF COMPLAINT, DISMISSAL OR DISCIPLINARY PROCEEDINGS**

**(INCLUDING DISQUALIFICATION FROM CARING FOR CHILDREN UNDER THE**

**DISQUALIFICATION OF CARING FOR CHILDREN REGULATIONS 1991)**

**YES/NO**

**IF ‘YES’ PLEASE GIVE DETAILS**

**ARE YOU INCLUDED IN ANY LIST OF PEOPLE BARRED FROM WORKING WITH**

**CHILDREN BY THE DISCLOSURE AND BARRING SERVICE (DBS) OR THE NCTL**

**(NATIONAL COLLEGE OF TEACHING AND LEADERSHIP)? YES/NO**

**DO YOU HOLD A CURRENT ENHANCED DBS CERTIFICATE? YES/NO**

**IF ‘YES’ WHAT WAS THE DATE OF CERTIFICATION?**

**DO YOU SUBSCRIBE TO THE DBS UPDATE SERVICE? YES/NO**

**ARE THERE ANY RESTRICTIONS ON YOUR BEING RESIDENT OR BEING EMPLOYED IN THE**

**UK? YES/NO**

**HAVE YOU LIVED OUTSIDE THE UK FOR MORE THAN SIX MONTHS IN THE PAST FIVE**

**YEARS? (IF SO, WE WILL NEED A POLICE CERTIFICATE OF GOOD CONDUCT FROM THAT YES/NO**

**COUNTRY.)**

**ARE YOU A FRIEND OF, RELATED TO, OR HAVE A RELATIONSHIP WITH, ANY PERSON YES/NO**

**WITHIN BIRTENSHAW**

**IF ‘YES’ PLEASE GIVE DETAILS**

**ARE YOU RELATED TO OR HAVE A RELATIONSHIP WITH ANY PERSON WHO HAS YES/NO**

**CURRENT FINANCIAL OR MANAGERIAL INTERESTS IN ANY OTHER**

**CHILDREN’S SERVICES ORGANISATION?**

**IF ‘YES’ PLEASE GIVE DETAILS**

**REFERENCES**

Please give the name of two referees that are not related to you. One should be your current (or last) employer. If you do not wish us to contact your current employer at this stage please indicate below. We will usually contact at least one referee prior to interview.

MAY WE CONTACT YOUR CURRENT (or last) EMPLOYER AT THIS STAGE?

YES/NO

|  |  |
| --- | --- |
| **Reference No. 1** | **Reference No. 2** |
| **NAME:**  **ADDRESS:**    **POSTCODE:**  **TELEPHONE NO:**  **EMAIL:**  **OCCUPATION:** | **NAME:**  **ADDRESS:**    **POSTCODE:**  **TELEPHONE NO:**  **EMAIL:**  **OCCUPATION:** |

**Please print clearly the FULL Name, Address and Postcode**

**I HEREBY DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS ACCURATE AND CORRECT. I UNDERSTAND THAT IT IS AN OFFENCE TO KNOWINGLY MAKE A STATEMENT WHICH IS FALSE OR MISLEADING. FAILURE TO DO SO COULD RESULT IN DISMISSAL OR DISCIPLINARY ACTION.**

**SIGNATURE OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE NOTE THAT IN ORDER TO COMPLY WITH CURRENT GOOD PRACTICE GUIDELINES YOU MUST BE AT LEAST 4 YEARS OLDER THAN THE OLDEST CHILD IN OUR SERVICES TO BE APPOINTED TO THIS POSITION. IF YOU ARE INVITED FOR INTERVIEW YOU WILL BE REQUIRED TO PRODUCE PROOF OF YOUR IDENTITY INCLUDING PROOF THAT YOU ARE OVER 23 YEARS OLD.**

Please return your completed application form, declarations and additional information sheets to either:

[jobs@birtenshaw.org.uk](mailto:jobs@birtenshaw.org.uk)

OR:

**Birtenshaw**

**Darwen Road**

**Bromley Cross**

**Bolton**

**BL7 9AB**