Job Application Form – Guidance Notes

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview. Please do not include a C.V. as it will not be considered by the shortlisting panel.

This is a confidential document and will normally only be seen by those who need to see it in order to shortlist and select.

# Personal Details

Please complete all parts of this section as fully as possible. Your personal details will be removed from the application form before shortlisting in accordance with our Equal Opportunities policy.

**Education, Training, Employment**

In order to help us assess your previous experience, training and employment, please complete these sections as fully as possible. Please give a full history, in chronological order. This should include any periods of post-secondary education/training and part-time and voluntary work, as well as full time employment. Please give start and finish dates, reasons for leaving employment and explanations for any gaps in education, training or employment.

**Personal Statement in Support of Application**

All applications will be considered against the criteria listed in the “Person Specification” which is enclosed with this application pack.

Please use the Personal Statement section to explain how you fit each of the criteria specified. It is extremely important that you explain how you meet each of the Essential Criteria and as many of the Desirable Criteria as possible, so that we have a full picture of your skills, experience and abilities.

Use this Personal Statement section to explain any gaps in your employment history.

You may continue on additional blank pages.

**Referees**

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are shortlisted and before interviewing. If you do not wish your current employer to be contacted before interviewing please contact us and explain why.

Please avoid using family members as referees. However, if you have been employed by a family member you may use them as a referee, but you must make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

A second referee should be another employer. However, we appreciate that some applicants may not have had two employers, in which case please provide contact details for someone who can provide a character reference; the relationship between this character referee and you must be stated.

You should ask permission from your proposed referees before naming them on this application and make sure current contact addresses and phone numbers are supplied.

Please note that the successful candidate will need to provide us with a minimum of two satisfactory references before employment with this organisation begins.

**Convictions and Disclosure**

All roles at this organisation will require you to have the appropriate level Disclosure & Barring Service (DBS) check. If you are working unsupervised with children and young people the role is classed as Regulated Activity and as such along with the DBS Enhanced check, we will also check the DBS Barred Lists. It is a criminal offence to try and gain work in Regulated Activity if you are on the Barred Lists.

Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) (exceptions) order 1975, but the amendments to the Exceptions Order 1975 (2020) provide that certain convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account when making *recruitment or employment decisions.*

Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>. If you do have any cautions and convictions, it is your responsibility to check to see if they are protected and therefore do not have to be disclosed.

If you are offered the post applied for we will arrange your DBS check. However, whilst we may allow you to start your employment with us, you will not be allowed to work unsupervised with the children. Confirmation of your appointment will be dependent on us receiving a satisfactory DBS check.

This organisation will follow the DBS Code of Practice concerning the use of information gained from the DBS Service which ensures that sensitive personal information is handled and stored appropriately and only kept for as long as necessary.

**Your Right to Work in the UK**

All employers must ensure that they only employ people who have a right to work in this country. You will be asked to provide proof of your right to work in the UK. This will be in line with the latest Government guidance. If you are invited to interview with us, you will be advised what documents to bring with you.

Application number

# APPLICATION FORM

Please complete all parts of this application form as fully and clearly as possible, using a black or blue pen or equivalent. Please use extra sheets if required.

Please remember to sign the declaration at the bottom of this page.

# Section 1

Post applied for ……………………………………………………………………………………………………………….……………...

First name …………………………………………..………… Surname …..……………………………………………..…………….

Address ……………………………………………………………………………………………………………………………………………

…………………………………………………………………………………… Post Code ….………………………………………………

Telephone (Home) …………………………………….……………… Mobile …………………………..………………………….

E-Mail ……………………………………………………………………………………..……………………………………….……………..

Where did you see the post advertised? ……………………………………………………………………….…………………

Do you have the right to work in the UK? …………………………………………………………….………………………….

Do you have any needs we should consider to ensure you have a fair interview (e.g. accessible room, signer, interpreter etc)?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2020)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)?

Yes No

## Declaration

I declare that the information given on this form is correct to the best of my knowledge.

Signed ………………………………………………………………………..………….. Date …………………………………………...

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Application Number

**Section 2**

Current employment - including voluntary work and time spent on childcare.

|  |  |  |
| --- | --- | --- |
| **Employer / Place of work** | Position, summary of duties and reason for leaving | **Dates From & To** |
|   |  |  |

**Section 3**

Previous employment / workshops offered by you. (Including voluntary work and time spent on childcare).

|  |  |  |
| --- | --- | --- |
| **Employer / Place of work** | Position, summary of duties and reason for leaving | **Dates From & To** |
|   |  |  |

# Section 4

Education details. Please include any relevant qualifications and training courses.

|  |  |  |
| --- | --- | --- |
| **School / College** **(including part time, adult education courses and short courses)** | Qualifications / Grades**(If applicable)** | **Dates** |
|  |  |  |

**Section 5**

Personal Statement

Using the person specification, please give details of any experience that you feel is relevant to the job or any information you think may assist us in deciding your suitability for the job. Continue on a separate page if necessary.

# Section 6

**Referees –** please give the names of two people who would be willing to give you a reference. These should, if possible, include a previous employer and not be relatives.

Name ……………………………………………………….

Address ……………………………………………………

……………………………………..…….…………………………………………………………..………………………….

Tel No ………………………………………………………

Email ……………………………………………………….

In what capacity do you know the above?

……………………………………………......................

Name ……………………………………………………….

Address ……………………………………………………

……………………………………..…….…………………………………………………………..………………………….

Tel No ………………………………………………………

Email ……………………………………………………….

In what capacity do you know the above?

……………………………………………......................

May we take up these references before the interview? YES / NO

May we keep your application on file for up to 6 months? YES / NO

Please return the completed form to the office by email to tina@childrensscrapstore.co.uk.

Or by post to Tina Hunt, Children’s Scrapstore, Scrapstore House, Sevier Street, St Werburghs, Bristol, BS2 9LB **as soon as possible** as applications will be processed as they arrive.

You will be contacted by e-mail if you are selected for interview.