

# APPLICATION FOR EMPLOYMENT

**A full employment History (CV) should be attached to this form**

**(Please include months and years and an explanation for any gaps in employment)**

|  |  |
| --- | --- |
| **Application for the post of:** |  |

## 1 PERSONAL INFORMATION

**Title:** ………. **Surname:** ………………………………………………………………….…..

**Forename(s):** ……………………………………………………………………………….……

**Address** (for correspondence): .……………………………………………………………….

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

**Email:** ………………………………………….………………………………………………….

**Tel No: Home:** ……….………… **Work:** ……………….. **Mobile:** …………………..

## 2 MOST RECENT EMPLOYMENT

**Employer:** ………………………………………………………………………………………

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

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

**Email:** ………………………………………….………………………………………………….

**Tel No:** ………………………………….. **Job Title:** ………………………………..

**Date of Appointment:** ………………….. **Date of resignation:** ………………….

**Salary:** ……………………………………. **Full or Part-time:** …………………….

**Notice Period:** …………………………..

**Please describe your current role:** …………………………………………………………..

## 3 EDUCATION & TRAINING

|  |  |  |
| --- | --- | --- |
| **SECONDARY EDUCATION** | | |
| **SECONDARY SCHOOLS/COLLEGES**  **ATTENDED** | **DATES** | **QUALIFICATIONS ATTAINED** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **FURTHER EDUCATION** | | |
| **COLLEGES/**  **UNIVERSITIES**  **ATTENDED** | **DATES** | **QUALIFICATIONS ATTAINED** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **OTHER RELEVANT TRAINING OR MEMBERSHIP OF PROFESSIONAL BODIES** | | |
| **TITLE OR ORGANISATION** | **DATE** | **DURATION** |
|  |  |  |

## 4 PERSONAL STATEMENT

***Please give a brief personal statement (less than 500 words), which should focus on the reasons for making your application and the skills you feel you could bring relevant to the requirements of this post.***

## 5 DISCLOSURE OF CRIMINAL CONVICTIONS

The post for which you have applied is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975. You are therefore required to disclose details of any convictions, cautions, reprimands and final warnings, including motor vehicle-related offences, in respect of your application, **including convictions that would otherwise be considered spent.** Failure to disclose information will result in you being liable to dismissal without notice.

Do you have any spent/unspent convictions **YES/NO**

If you have ever been convicted, cautioned, reprimanded or received a Final Warning for any criminal offence, you **must** disclose these below:

**Offence Date Convicted Penalty**

In accordance with the Independent Safeguarding Authority Vetting and Barring Scheme, you are committing a criminal offence by knowingly engaging in regulated employment, if you have been barred from working with children or vulnerable adults.

I, therefore, confirm below that I am not barred from working with children or vulnerable adults.

Signed: ………………………………………. Name: …………………………….

**It is the policy of CCS to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).**

## 6 REFERENCES

**It is the policy of this Agency to seek confidential reports on suitable applicants for all posts.**

**This Agency will be asking for a written and telephone reference from your current or last employer. All professional staff are expected to undertake considerable individual responsibility for child care/adoption processes.**

**References will need to reflect the applicant’s ability to work in an agency where teamwork is strongly emphasised alongside individual professional competence.**

**The names and addresses of relevant persons should be entered below. Two referees will usually be sufficient but a third may be added if the applicant considers it would be useful.**

1. **Name:** ….……………………………………………………………………………..

**Email:** …………………………………………………………………………………

**Address:** ….………………………………………………………………………….

………………………………………………………………………………………….

**Tel No:** …………………………………………………………………………………

1. **Name:** ………………………………………………………………………………….

**Email:** ….………………………………………………………………………………

**Address:** ………………………………………………………………………………

………………………………………………………………………………………….

**Tel No:** ….……………………………………………………………………………..

1. **Name:** ………………………………………………………………………………….

**Email:** ….………………………………………………………………………………

**Address:** ………………………………………………………………………………

………………………………………………………………………………………….

**Tel No:** ….……………………………………………………………………………..

## 7 GENERAL

Do you hold a current driving licence? **YES/NO**

Do you own a car? **YES/NO**

**Entitlement to work in the UK**

To comply with the Asylum and Immigration Act 1996 (as amended by S147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK.

If you are appointed to the post, you will be provided with further information detailing what documents will be required.

## 8 DECLARATION

I declare that the foregoing information is correct to the best of my knowledge and that I have not omitted any relevant information which might have a bearing on my application. I understand that any subsequent contract of employment offered by CCS Adoption will be made only on this basis.

**Signed:** ………………………………………………… **Date:** ……………………………

It is the policy of this Agency to offer all contracts on the clear understanding that new employees will work for the first six months as a probationary period.

In compliance with the General Data Protection Regulation (GDPR) and CCS recruitment privacy policy.

|  |  |  |
| --- | --- | --- |
| **Please return this form, along with a full employment history to:**  **Stacey Thompson**  **CCS Adoption**  **The Park Centre, Daventry Road**  **Knowle**  **Bristol BS4 1DQ**  **0117 935 0005**  **Email:**  [**stacey.thompson@ccsadoption.org**](mailto:stacey.thompson@ccsadoption.org) |  |  |