**Achievement Bute Application Form**

**Regulated Work with Children and Young People**

All applicants applying to work in a regulated work position are required to complete an application form.

|  |  |
| --- | --- |
| Post Applied for |  |
| Where did you see this post advertised |  |

**Section 1. Personal Details**

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname: |
| Any previous names by which you have been known: |
| Home Address: |
| Post code: |
| How long have you lived at the above address: |
| If less than 12 months, please give your previous address, including postcode:How long did you live there: |
| Main contact telephone number:Additional contact telephone number:  |
| Email address:  |
| National Insurance Number: |
| Do you have the legal right to live and work in the UK? Yes/No(If you are shortlisted for interview, you will be required to provide evidence of your legal right to work in the UK). |
| Do you consider yourself to have a disability? Yes/No |
| If Yes, are there any arrangements that we can make to assist/adapt for you if you are called to interview or successfully employed? |
| Are you a member of the PVG Scheme? Yes/No |
| Are you PVG registered for- please tick   children   protected adults   both |
| PVG Scheme Membership number  |

**Section 2. Education & Qualifications** (NB if called for interview applicants will be required to provide proof of qualifications)

|  |  |  |
| --- | --- | --- |
| Secondary School Subjects studied | Level/qualification obtained | Date |
|  |  |  |

Higher or Further Education

|  |  |  |
| --- | --- | --- |
| Name of Educational Establishment | Degrees, Diplomas or other qualifications obtained | Date |
|  |  |  |

Professional Qualifications

|  |  |  |
| --- | --- | --- |
| Name of Awarding Body | Qualifications obtained/ Membership of professional institution etc | Date |
|  |  |  |

Other Training relevant to this post (include short courses- First Aid, evening classes etc)

|  |  |  |
| --- | --- | --- |
| Course | Provider | Date |
|  |  |  |

**Section 3. Present and Previous Employment** *(Begin with most recent and don’t leave any unexplained gaps)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name & Address of Employer | Position held and brief description of duties | Reason for leaving |
|  |  |  |  |  |

**Volunteering**

Please give details of any voluntary work that you consider relevant to this application.

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**Section 4. Supporting Statement**

In this section, please outline your reasons for applying and answer as fully as possible. It is important to read the accompanying role description and consider carefully whether your knowledge, skills, and abilities match what we are looking for. You will be required to demonstrate each aspect by reference to your academic, professional, voluntary, or personal life.

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**Section 5. Referees**

It is the policy of Achievement Bute only to recruit staff for whom two written references have been received. Please supply details of two referees. These should not include relatives or purely personal friends. At least one should have first-hand knowledge of your work with children or young people, and if previously/currently employed, one should be an employer.

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
| Organisation: (if appropriate) | Organisation: (if appropriate) |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| In what capacity do you know this person (e.g., employer, teacher, tutor, friend etc.)? | In what capacity do you know this person (e.g., employer, teacher, tutor, friend etc.)? |

May we approach referees prior to interview? Yes / No

Previous Employment. Have you ever been subject to disciplinary procedures? Yes / No

If yes, please give details.

Please give details of any absences due to sickness over the past two years.

|  |
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|  |

Have you ever been convicted of a criminal offence? Yes/ No

If your answer is yes; please give details of date(s) of offence(s) and sentence(s) passed:

Convictions which are ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974 (as amended) need not be disclosed. All posts within Achievement Bute require a Disclosure check. Recruitment for posts which involve regulated work with children and/or vulnerable adults will be subject to a successful application to the Protecting Vulnerable Groups Scheme. This Disclosure service will not be used by Achievement Bute to identify and disqualify all applicants with criminal records; this will depend on the nature and background of the offence(s).

Do you hold a current driving licence? Yes/No

If yes, do you have access to a vehicle? Yes/No

(NB The ability to drive is not essential, but it is helpful for us to know whether you can drive).

Declaration

I confirm that all statements given above by me on this form are true and correct to the best of my knowledge. I understand that if I am employed and it is found that such information is false or that I have withheld information I am liable to dismissal without notice.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIVACY NOTICE

*Achievement Bute collects personal information in accordance with the General Data Protection Regulations. We will use this information to provide requested services and, if you agree, send relevant marketing. We will not share your information without explicit permission. For more information, please see our privacy notice at www.achievementbute.org.uk.*