**Employment Application Form**

**Please complete the application form and return to:**

[meraud.davis@westhillcc.com](mailto:meraud.davis@westhillcc.com)

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| --- | --- |
| **Position Applied For** | |
| **Job Title** | Parent/Carer Baby and Toddler Coordinator |
| **Location** | West Hill Community Centre |
| **Where did you see the advert?** |  |

**ABOUT YOU:**

*Personal Information (Important – Please Complete in Full)*

|  |  |
| --- | --- |
| **First Name** |  |
| **Surname / Family Name** |  |
| **Full Address** |  |
| **Home Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |

# EXPERIENCE

# PRESENT EMPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers Name** |  | | | |
| **Employers Address** |  | | | |
| **Job Title** |  | | **From/To** |  |
| **Current Salary (optional)** |  | | **Notice Period** |  |
| **Brief Outline of Duties** | | | | |
|  | | | | |
| **Reason for Leaving (must be provided) or explanation of how multiple roles will be managed** | |  | | |

# PREVIOUS EMPLOYMENT

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| --- | --- | --- | --- | --- |
| Please list the most recent employer first and explain any gaps in employment history. Please continue on a separate sheet if necessary. | | | | |
| **Name of Employer** | **Job Title** | **Dates of**  **Employment  To/From** | | **Reason for Leaving (must be supplied)** |
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# GAPS IN EMPLOYMENT HISTORY – Essential (must be completed)

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| If there are any gaps in your employment history, please provide the reasons below. | | |
| **Dates of Gap  To/From** | | **Reason** |
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**YOUR EDUCATION AND QUALIFICATIONS**

# Education

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| **Establishment including Address** | **From** | **To** | **Qualification** | **Grade** | **Date Achieved** |
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# Professional Qualifications

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| **Qualification** | **Date Achieved** | **Grade / Level** |
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# Learning, Development and Continuing Professional Development

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| **Brief description/course** | **Date achieved** | **Organisational body** |
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# YOUR SUITABILITY FOR THE ROLE

**Why do you think you are suitable for this role?**

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| Please give any other information in support of your application. This should demonstrate how you consider you are able to fulfil the requirements of the job profile. This should include skills developed in paid or voluntary work or through family and leisure activities. (please use additional page if necessary) |
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# REFERENCES

Please provide the name of 2 referees, one of which must be your most recent or current employer. We will accept volunteer references if relevant.

**We cannot accept a reference from a family member   
*Character reference can be either a previous work colleague, School/University Tutor or recognised professional.***

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| --- | --- | --- | --- |
| ***REFEREE 1*** | **Must be current or most recent employer** | | |
| **Name:** |  | | |
| **Job Title:** |  | | |
| **Full Company Name and Address:** |  | | |
| **Contact Number:** |  | | |
| **Email Address: *(Essential this is provided)*** |  | | |
| ***REFEREE 2*** | **Must be previous employment or volunteer role (preferably related to job applied for)** | | |
| **Name:** |  | | |
| **Job Title:** |  | | |
| **Full Company Name and Address:** |  | | |
| **Contact Number:** |  | | |
| **Email Address: *(Essential this is provided)*** |  | | |
| **May we take up references before interview** (please delete /circle appropriately) | | **Yes** | **No** |

# OTHER INFORMATION

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| **Disabilities** | |
| Do you require any special arrangements to be made for your interview on account of a disability? | Yes / No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | |
|  | |
| **Rehabilitation of Offenders Act 1974:** | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes / No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes / No |
| Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of The Act. In the event of employment any failure to disclose such conviction will result in dismissal or disciplinary action. Any information will be completely confidential and will be considered in relation to the positions to which the Order applies | |
| **Please note declaration of an offence does not necessarily exclude you from employment.**  **Failure to declare an offence may result in the job offer being withdrawn.** | |

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| **Data Protection notification (please read carefully before signing this application)** |
| Subject to your consent, we would like to retain your details if you are unsuccessful in your current application in case there are future employment opportunities for which you may be suited. We would like to retain your details for a period of 6 months from the date of this application form. At the end of that period or once you withdraw your consent, your data will be deleted or destroyed. Please review the statement below and delete as required: |
| I, , give my consent to be contacted in the future regarding similar or other positions within the organisation that are relevant to the skills outlined in my application. You are free to withdraw your consent at any time |
| If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be as specified in our privacy notice.  The Organisation will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law or where we have retained the services of a third-party representative to act on your/our behalf.  Authorisation: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the General Data Protection Regulations.  Signed: Date: |
| **DBS (Disclosure and Barring Service) Check** |
| The role you are applying for requires an Enhanced DBS check. Please confirm if you are already registered with the DBS update service and have an Enhanced DBS check  I am / am not registered with the DBS update service *(delete as appropriate)*  If yes, please confirm your DBS certificate number:  As you are applying to work with children, please confirm that you are not disqualified under the Childcare (Disqualification) Regulations 2009  I confirm that I have / have not been disqualified as above:  Signed: Date: |
| **Eligibility to Work in the UK** |
| I confirm I am legally entitled to work in the UK and can produce appropriate documentation to confirm this.    If you require a work permit, please confirm when your current Right to Work expires:  Signed: Date: |
| **DECLARATION** |
| I confirm that the information is true and correct to the best of my knowledge and that any false or misleading information may invalidate any offer of employment by West Hill Community Centre or could result in the termination of my employment.  Signed: Date: |