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# Application Form

POST :

Support Play leader

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**Should we need to contact you at work we will always be discreet.**

**Employment at Howbury Tumblers is offered subject to receipt of satisfactory references.**

**If you have not worked previously you may give the name of a tutor**.

**The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.**

# Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. **CVs will not be considered**. Write clearly in black ink or type.

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| --- |
| **POST APPLIED FOR: Support Play Leader** |
| Where did you see this advertised? |

|  |  |
| --- | --- |
| PERSONAL DETAILS | |
| Surname: | Title |
| Other / previous Names: | |
| Address: | |
| Kent | Postcode: |
| ☏ (day): | ☏ (evening): |
| Email: | |

Will you be available for interview during the period advertised? **(28th – 31st August)**

Please give any dates you are not available for Interview:

Can you attend interview during the Daytime Evenings

Do you have your own transport? Yes No

Are you available to attend evening meetings? Yes No

Will you be able to take up this post from early September 2018?

**REFERENCES**

Please give the details of two referees who can comment on your suitability for this post. One of these should be from your present or most recent employer (paid or voluntary work). These should not include relatives or purely personal friends. We will not take up references without your permission.

|  |  |
| --- | --- |
| First Referee | |
| Name: | Relationship: |
| Position: | |
| Organisation: | |
| Address: | |
|  | Postcode: |
| ☏ (day): | Email: |
| May we approach at this stage? | |
| Please list your formal education qualifications and any professional training undertaken relevant to this post.  (If gained in a country other than the UK please indicate at what level – eg. A- level equivalent).  **Please tell us about any training you have received or are undertaking which you feel may be relevant to this post.**  *r* Second Referee | |
| Name: | Relationship: |
| Position: | |
| Organisation: | |
| Address: | |
|  | Postcode: |
| ☏ (day): | Email: |
| May we approach at this stage? | |

This post requires a Full enhanced DBS disclosure.

Do you have a current ( under 3 years ) Full enhanced DBS Disclosure ? Yes No

If Yes, Please give DBS Number and Issue Date :

Have you subscribed to the Yearly DBS renewal scheme? Yes No

# If you have subscribed to this scheme, we may be able to check your DBS without starting a new full disclosure.

# Before completing this section we strongly advise that you read the job description, person specification and enclosed literature. Be specific about the experience and qualifications you have which are relevant to this post.

**EDUCATION AND TRAINING**

**Education and Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| *School/college* | *Qualification* | *Date gained* |
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**Training**

|  |  |  |
| --- | --- | --- |
| *Course title* | *Areas covered* | *Date* |
|  |  |  |
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**Please tell us**

**About any paid or**

**Voluntary work .**

**Start with your**

**Present or most**

**Recent employer**

**first**

**It will suffice to**

**Briefly describe**

**Your duties and**

**Responsibilities,**

**As you may wish**

**To refer to these**

**In more detail**

**Under the**

**Experience and**

**Skills section**

**overleaf.**

Please continue on

a separate sheet if

necessary

providing the same

Information

outlined above.

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Present or most recent employer** | | *Dates employed* | | | | |
| *From:* | | | *To:* | |
| Employer’s name & address: | | Annual salary: | | | | |
| Reason for leaving: | | | | |
| Notice required: | | | | |
| Job title & brief outline of duties: | | | | | | |
| **Previous employment** | | | | | | |
| Employer’s name & address | Position(s) held:  Apprentice | | Dates | | | Reason for Leaving: |
| From: | To: | |
|  |  | |  |  | |  |
|  |  | |  |  | |  |

Please also tell us about any gaps in employment *–* Please note you may be asked about these at the interview

# Dates From To Reason

|  |  |  |
| --- | --- | --- |
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# **Have you ever been the subject of any formal disciplinary action by a previous employer or were you the subject of any incomplete disciplinary proceedings at the time you left? Please detail on separate sheet.**

Criminal record

The Rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. However, if the post you are applying for is exempt from this Act due to the nature of the work involved, you are not entitled to withhold information about convictions, cautions, reprimands and final warnings, which otherwise might be regarded as spent.

Please read the questions below, related to information about criminal records. If the answer to any of the questions is ‘Yes’, please provide details of offences, penalties, dates and the country in which they occurred, or of allegations made against you, in a separate attachment to this application form marked with your name and the post name. The attachment will not be opened unless you are provisionally offered a post after the interview. Answering ‘Yes’ will not necessarily stop you from being considered for this post.

Have you been convicted by the courts, cautioned, reprimanded or warned for any criminal offence?

Are you currently the subject of any police investigations?

Are you included on either of the barred lists administered by the Independent Safeguarding Authority (previously known as the Protection of Children Act (POCA) List, the Protection of Vulnerable Adults (POVA) List and List 99)? These are lists of individuals considered unsuitable to work with children or vulnerable adults.

Your right to work in the UK

We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this (either a British Passport or visa). You will be asked to bring this with you if you are called for interview.

‘I confirm that I have a right to work in the UK and that I have documentary evidence for this’

Yes/No

Medical information

Do you, or have you ever, suffered from any medical condition which could affect your ability to work with children and young people?

If the answer is ‘Yes’, please give details in a separate attachment marked with your name the title of the job you are applying for Attach this to your completed application form. The envelope will not be opened unless you are provisionally offered a role after the interview. Answering ‘Yes’ will not necessarily stop you from being considered for this post.

Access requirements for applicants with a disability

We will take all reasonable steps to remove any barriers you may otherwise face when attending interview.

Do you have any access requirements that we need to be aware of if you are invited for interview?

**This is your chance to tell us why you feel you are a suitable candidate for this post.**

**Remember to address all points in the person specification.**

**You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. It is not sufficient to simply duplicate the person specification.**

**Ensure that information you give is relevant to the advertised post. Illustrate your skills by referring to any experience – paid or voluntary work, personal or academic life. Experience gained outside the UK is also relevant so don’t forget to include this.**

The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

# **SKILLS/EXPERIENCE AND ADDITIONAL INFORMATION**

Please let us know why you are applying for this post giving details of any relevant skills and experience which you might bring to this position. Please include details of any voluntary work which may be relevant. **Read the person specification and job description before you answer this section as they outline the skills, knowledge and experience required for this post. We draw up a shortlist on the basis of this information.**

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|  |

Please continue your reasons for applying for the post on a separate sheet if necessary**. You can use up to two additional pages**

Declaration

By signing this declaration you are agreeing with the statements below which may be referred to in the future.

I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information.

I consent to Howbury Tumblers checking any information provided in this application and agree to the information being used for registration purposes under the Data Protection Act 1998.

I have not attempted to influence an employee of The Howbury Tumblers in connection with this application.

I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated.

I give consent for Howbury Tumblers to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998.

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

Name

Signature

Date

**Please return this application to** [**howburytumblers@gmail.com**](mailto:howburytumblers@gmail.com) **by 9am on Friday 10th August 2018**