

Application for Employment

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| **Applicant Information** | | | |
|  | | | |
| Title |  | Surname |  |
| Forenames |  | | |
| Address |  | | |
| Home number |  | Mobile number |  |
| Email address |  | | |

Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

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| --- | --- |
| National Insurance Number: |  |
| Have you previously applied to work for us? | YES/NO. If yes, when and in what capacity? |
| Have you a contact or relation who is currently employed by the Catholic Children’s Society? If so, please give details. | |

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| Position applied for (where we have various vacancies based in different boroughs please include which borough(s) you are seeking to work in) |  | | Pay expected | | £ |
| If offered this position will you continue to work in any other capacity? | | | YES/NO (If yes, please give details) | | |
| On what date would you be available to commence employment? | | |  | | |
| How many and which days are you available to work? | | |  | | |
| **Education** | | | | | |
| **Educational qualifications**  Please list qualifications gained and grades achieved: | | | | | |
|  | | | | | |
| **Subject** | | **Grade** | | **Name & Address of institution** | |
| GCE O Level/GCSE/ or equivalent | |  | |  | |
| AS Level or equivalent | |  | |  | |
| A Level or equivalent | |  | |  | |
| Degree or equivalent | |  | |  | |
| **Please list any additional professional qualifications, including the dates these were achieved, and details of any membership held with relevant professional bodies:** | | | | | |
| **Employment History**  Most recent first | | | | | |
| Present/last employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
| Was this paid/ voluntary/ placement? |  | | | | |
| Type of business |  | | Position held | |  |
| Describe the work undertaken |  | | | | |
| Reason for leaving |  | | | | |
|  |  | | | | |
| Employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
| Was this paid/ voluntary/ placement? |  | | | | |
| Type of business |  | | Position held | |  |
| Describe the work undertaken |  | | | | |
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| Employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
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| Address |  | | | | |
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| Address |  | | | | |
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| --- | --- | --- | --- |
| Employer |  | Date of employment from/to |  |
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| Describe the work undertaken |  | | |
| Reason for leaving |  | | |

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| **References** | | | |
| Please give details of two referees whom should be your present/last employer. Please note we cannot accept references from relatives or Clinical Supervisors. Contact will only be made after a job offer has been made. | | | |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Telephone number |  | Telephone number |  |
| Email address |  | Email address |  |
| Address |  | Address |  |

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| **SUPPORTING STATEMENT**  Please outline the skills and competencies you have gained through training, paid employment, volunteering or any other activities which make you suitable for this role. You should refer to points in the job description and person specification to clearly demonstrate how you meet all the relevant criteria. Please also include any other information you feel is necessary to support your application. Continuation sheets may be used as required.  *N.B. This statement forms part of the shortlisting process.* | | | |
|  | | | |
| If your application is successful, you may be asked to consent to the Catholic Children’s Society verifying the information you have given in this form. | | | |
| If it is a requirement of the post that you drive a vehicle: | | | |
| Do you have a full current driving licence? | YES/NO | Is if free of endorsement? | YES/NO  (If no, give details) |

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| **Sign and date the declarations and authorisation below:**  *I declare that the information given by me, to the best of my knowledge, is true and complete. I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.*  *Due to the sensitive nature of the duties of the post, I understand that I will be required to provide details of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post.*  *In accordance with the Data Protection Act 1998, I hereby authorise the Catholic Children’s Society to process the information contained in this application form for recruitment and selection purposes.* | |
| Name (block capitals) |  |
| Date |  |
| Signed (typed signature accepted) |  |

**Please email this completed application to** [**mariek@cathchild.org.uk**](mailto:mariek@cathchild.org.uk) **Alternatively please post it marked ‘confidential’ to:**

**Marie Kissane**

**The Catholic Children’s Society**

**73 St Charles Square**

**London**

**W10 6EJ**

**For the closing date please see the job advert for details.**

\*\*The information you provide in this form will be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) check, which will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions that are subject to disclosure. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website\*\*

Equal opportunities monitoring form

This information is used to monitor the implementation of our equal opportunities policy. It will enable us to compile statistical information about applicants, in relation to sex, age, ethnic background and disability for the purposes of comparison with similar statistical information on those actually recruited. It will not be used for any other purpose, and will not be looked at by those shortlisting or interviewing candidates. We would encourage you to complete it so that we can have a full picture of our recruitment and selection patterns.

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| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Date of birth: |  | | | |
| Male/Female \* (please delete as appropriate) | | | | |
| Position applied for: | |  | | |
| Where did you see this job advertised? | |  | | |
| Do you have any disabilities? | | Yes/No \*(please delete as appropriate) | | |
| How would you describe your ethnic origin? Please indicate one of the following categories: | | | | |
| **A White:** | | | | |
| British | | | |  |
| English | | | |  |
| Irish | | | |  |
| Scottish | | | |  |
| Welsh | | | |  |
| Other white background, please specify: | | | |  |
| **B Mixed heritage:** | | | | |
| White and Asian | | | |  |
| White and Black African | | | |  |
| White and Black Caribbean | | | |  |
| Other mixed background, please specify: | | | |  |
| **C Asian or Asian British:** | | | | |
| Bangladeshi | | | |  |
| Indian | | | |  |
| Pakistani | | | |  |
| Other Asian background, please specify: | | | |  |
| **D Black or Black British:** | | | | |
| African | | | |  |
| Caribbean | | | |  |
| Other Black British background, please specify: | | | |  |
| **E Chinese or other ethnic group:** | | | | |
| Chinese | | |  | | |
| Other, please specify: | | |  | | |
| **F Prefer not to say:** | | |  | | |

These categories do not refer to the place of birth, citizenship or nationality, but to the ethnic group to which you belong.

I hereby give my consent for the information contained in this form to be processed for monitoring purposes

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| Signature (typed signature accepted): |  | Date: |  |