

**‘This organisation is committed to safeguarding and promoting the welfare of children and expects all staff to share the commitment’**

**Application Form**

**65 Booker Avenue**

**Allerton**

**Liverpool**

**L18 4QZ**

**0151 306 4775**

**Please read carefully and complete all sections**

#### SECTION 1

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| --- |
| **Position applied for:** |

SECTION 2

|  |  |  |  |
| --- | --- | --- | --- |
| PERSONAL DETAILS: | | | |
| **Title:** | | **Surname:** | |
| **Forename(s):** | | **Date of Birth:** | |
| **Address:** | | | |
| **Postcode:** | | | |
| **National Insurance Number:** | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | |
| Telephone numbers | | | |
| **Home** | **Work** | **Mobile** | **Email** |
| **NATIONALITY:** | | | |
| Are there any restrictions on you taking up work in the UK?  **Yes / No** (If yes please provide details) | | | |
| **OTHER EMPLOYMENT** | | | |
| If you already have any other employment, or are considering any additional employment, you must declare it here so that we can discuss any implications arising from the current working time legislation. Other work must not affect your ability to perform your duties for the company (which will include attendance at relevant meetings or training) or be a conflict of interests. | | | |
| **Current Driving Licence? Yes / No**  **Groups: Expiry Date:** | | | |

#### SECTION 3

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| Do you have any specific requirements which may affect your application?  Yes / No |
| Describe your specific requirements and any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for the job. |
| Do you need any reasonable adjustments to be made to the job itself?  **Yes/No**  Describe any reasonable adjustments that you feel should be made to the to assist you in the job |

**SECTION 4**

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION | | | |
| Schools from  11-16/18 yrs. | Dates | | Qualifications: |
| **From** | **To** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FURTHER EDUCATION & TRAINING** | | | | |
| **Place of Education or Training** | Date | | **Type of training** | **Qualifications** |
| From | To |
|  |  |  |  |  |

**SECTION 5**

|  |  |
| --- | --- |
| **Previous employment**  Please give details of your most recent employment and use the space below to give details of other employment, work backwards from the most recent.  **Ensure that you provide and give reasons for any employment gaps in Section 6.** | |
| **PREVIOUS EMPLOYER:** | |
| **Type of Business:** | |
| **Address** | **Start date:** |
| **Finish date:** |
| **Job title:** | |
| **Salary:** | |
| **Duties/Responsibilities:** | |
| **Reason for leaving:** | |
| **PREVIOUS EMPLOYER:** | |
| **Type of Business:** | |
| **Address** | **Start date:** |
| **Finish date:** |
| **Job title:** | |
| **Salary:** | |
| **Duties/Responsibilities:** | |
| **Reason for leaving:** | |
| **PREVIOUS EMPLOYER:** | |
| **Type of Business:** | |
| **Address** | **Start date:** |
| **Finish date:** |
| **Job title:** | |
| **Salary:** | |
| **Duties/Responsibilities:** | |
| **Reason for leaving:** | |

**SECTION 6**

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| WORK HISTORY |
| If there are **any gaps in your work history** please note them here and give a brief explanation for each. |
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SECTION 7

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| ABOUT YOU |
| Please use this space to demonstrate your suitability for the position you have applied for, by giving examples of your experience for each point on the person specification. You may submit additional sheets as necessary. You may want to use career-related, or social life examples where transferable skills can be demonstrated. |
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**SECTION 8**

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| --- | --- | --- | --- | --- |
| Community/Volunteer experience | | | | |
| **Name and address of organisation** | **From** | **To** | **Position** | **Duties** |
|  |  |  |  |  |

**SECTION 9**

Please provide details of **two** referees who can provide information relating to your suitability in this role.

We will only contact your referees after offering a position within the Company.

**One must be your present or most recent employer**.

Family members cannot be used to provide a reference.

If you are a student please provide an academic referee.

|  |  |
| --- | --- |
| Name | **Name** |
| Address | **Address** |
| **Postcode** | **Postcode** |
| **Occupation/**  **Company** | **Occupation/**  **Company** |
| **Tel No** | **Tel No** |
| **Email:** | **Email:** |
| **Relationship to applicant:** | **Relationship to applicant:** |

**SECTION 10**

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| I authorise Out of Hours Kids Club Ltd to obtain references if I am offered a position within the company.  I release Out of Hours Kids Club Ltd and referees from any liability caused by giving and receiving information.  **Signed:**  **Name:**  **Date:** |

**PLEASE READ THIS SECTION VERY CAREFULLY**

**SECTION 11**

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| *Because of the nature of the work for which you are applying, (ie: Childcare),* ***this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986.***  *This means that convictions that are SPENT under the terms of the Rehabilitation of Offenders Act 1974* ***MUST BE DISCLOSED*** *and may be taken into account in deciding whether to make an appointment.*  *Any information will be completely confidential and will be considered only in relation to this application.*  **However, failure to disclose ANY relevant information may result in a job offer being withdrawn.**  **Prior to appointment, you will be required to submit to an Enhanced Disclosure and Barring Service check.**  Have you **EVER** been convicted in a Court of Law in respect of **ANY** offence?  **YES / NO**  **Please provide details:**  Have you **EVER** been cautioned by the police in respect of **ANY** offence?  **YES / NO**  **Please provide details:**  Have you **ANY** criminal convictions or court procedures pending?  **YES / NO**  **Please provide details:**  Have you **EVER** had **ANY** contact with the police that could have resulted in a criminal conviction or a caution?  **YES / NO**  **Please provide details** |
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| **Declaration:**  I confirm that the information given on this form is, to the best of my knowledge, true and complete.  Any false statement may give sufficient cause for rejection, or if employed, dismissal on the grounds of gross misconduct.  **Signed:**  **Name: Date:** |