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### Application for Employment

**Guidance notes to help complete this application are included in the application pack.**

**Please complete the application form fully, as it will be used to shortlist applicants against the person specification.**

**CVS and letters will not be seen by the recruiting panel.** Criminal convictions, references and equal opportunities information will be detached and retained by People and Culture, and will not be seen by the recruiting panel. The personal details page will not be seen by the recruiting panel at the short listing stage, but will be made available to them at interview. This information will be held in accordance with the Data Protection Act 1998.

Please submit this form to: [recruitment@fostering.net](mailto:recruitment@fostering.net). WORD only.

Please contact us if you require any assistance in completing this form.

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| **Post applied for:** | |  | | |
| **If the vacancy is advertised for job share are you applying to job share?** | | | |  |
| **Have you found a job share partner? If yes, please give their name** | | | | |
| **How / where did you learn of this vacancy?** | |  | | |
| **Have you made an application to The Fostering Network before?** | |  | | |
| **Are you related to any member of organisation (Trustees/Employees)?**  **If yes, please specify:** | |  | | |
| **Please specify any dates you would be unable to attend to an interview:** | |  | | |
| Under the Data Protection Act (1998), the personal data you provide will be confidentially and securely held in manual and electronic formats and used for: (i) the purposes of the recruitment and selection process. (ii) to enable the organisation to monitor the effectiveness of current policies and assist with statistical returns | | | | |
| **Surname:** | |  | | |
| **First names:** | |  | | |
| **Previous surname:** | |  | | |
| **Home address:** | | **Address for correspondence *(if different)*:** | | |
|  | | **Post code:** | | |
| **Telephone no *(home)*** |  | **Telephone no*. (work)*** |  | |
| **Mobile no:** |  | | | |
| **Email address:** |  | | | |
| **May we contact you at work?** | | | | |
| **Do you have the right to work in the UK?** | | | | |

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| **Educational, training and professional qualifications.**  Starting with the most recent, please give details of educational qualifications. Please continue on a separate sheet if necessary.  You will need to provide evidence of any training or qualifications if asked to do so. | | | |
| **Name of School, College or University** | **Qualification** | **Dates to / from** | **Grades Obtained** |
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| **Membership of professional bodies**  Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership | | | | |
| **Name of body** | **Qualification / membership status** | **Was membership attained by examination?** | | **Date** |
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| **Other skills** e.g. languages spoken/written (please indicate degree of competence) | | | | |
| **Computer literacy**  Please give brief details of your current computer and IT skills relating to Microsoft Office. | | | | |
| **Employment history** | | | | |
| **Present or most recent employer:** | | | | |
| **Job title:** | | | | |
| **Employer’s name and address:** | | | **Type of business:** | |
|  | | | **Start date:** | |
|  | | | **Leaving date:** | |
|  | | | **Salary:** | |
| **Summary of duties and responsibilities. Please continue on a separate sheet if necessary.** | | | | |
| **Reason for leaving** | | | | |
| **Notice period required:** | | | | |
| **Have you been subject to any formal or informal disciplinary action?** **If yes please give reason:** | | | | |

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| **Have you ever been dismissed from employment? If yes please give reason:** | | | | |
| **Previous employment and other relevant experience**  Enter particulars of full employment history.  If you have an employment history of less than 5 years please include any voluntary or unpaid work.  Also account for any breaks in employment. | | | | |
| **Employer name, address and type of organisation** | **Job title** | **Brief description of duties** | **Date, month and year employed**  **from/to** | **Reason for Leaving** |
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| **Please give full details of any gaps in your career history** | | | | |
| **Personal statement**  This is the most important part of your application.  It is where you tell us what makes you suitable for this post and why the post interests you. Your application will be assessed against the person specification attached to the job description, which lists all the essential requirements of the post**.** You should address each point of the person specification separately, giving details and examples of how your knowledge, experience, skills, abilities and achievements meet each of the specified areas. | | | | |
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| **Criminal Convictions**  We welcome applications from diverse candidates and if you disclose a conviction, this won’t necessarily bar you from consideration for employment. Each case is looked at on its particular circumstances and background.  Some jobs at the organisation involve contact and access to children, or vulnerable adults who require special support. If this relates to the role that you are applying for, you’ll be required under the Rehabilitation of Offenders Act 1974 to agree to a criminal record check, carried out by the Disclosure & Barring Service (DBS) before your appointment is confirmed. If you’ve been convicted of a criminal offence at any time, or have ever been given a caution, bind over order or final warning this will also be included on the DBS check even if ‘spent’.  If this applies to you, please provide us with details. Please note that civil offences such as parking fines or speeding offences don’t need to be disclosed.  If you disclose an offence, a member of People and Culture will contact you to gather the details surrounding the offence. Any mitigating circumstances will be taken into account, such as how long ago the offence was committed, your age, and circumstances at the time. We’ll then decide if this has an impact on your ability to carry out the role you’ve applied for and whether it should be disclosed to the recruitment panel.  Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the police for any offence?  If yes, please provide details below including any convictions and cautions, pending prosecutions, bind over orders, including the appropriate date, the offence and the court or police force that dealt with the offence. If necessary, continue on an additional sheet.  I understand that the work I have applied for may be subject to a criminal record check from the Disclosure & Barring Service before an appointment is confirmed. I have read the notes above and I am aware that all convictions must be disclosed, if the post for which I am applying involves unsupervised access working with children under 18 years and/or vulnerable adults. I give my consent for the information to be shared with the Recruiting Manager and People and Culture.  Signature ……………………………………………………………………….…..Date ………………………..  Full name ………………………..…………………………………………………………………………………  Failure to disclose criminal offences could lead to either your application being rejected, or if you are appointed, to dismissal if it is subsequently learned that you have had any criminal convictions.  If you would like to discuss this further, please email the recruitment team, recruitment@fostering.net. | | | | |

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| **References**  Please give the name and contact details of two referees who can provide an assessment of your suitability for this post. The first of whom must be your present or most recent employer. Please do not give relatives or friends.  If you are in full time education, please give the name of your tutor. | |
| **Referee 1:** | **Referee 2:** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |
| **Address:** | **Address:** |
| **Tel. No.:** | **Tel. No.:** |
| **Email:** | **Email:** |
| **Working Relationship:** | **Working Relationship:** |
| |  | | --- | | **Referee 3:** | | **Name:** | | **Position:** | | **Organisation:** | | **Address:** | | **Tel. No.:** | | **Email:** | | **Working Relationship:** | | |
| **May the referees be approached prior to interview?** | |
|  | |
| **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and accurate. I understand that misleading statements and failure to disclose relevant information may result in rejection or, if employed, dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and, if appropriate, a medical report all of which must be deemed by The Fostering Network as satisfactory.  **Signature:** **Date:**  **Print name**: | |