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| A orange square with white text  Description automatically generated | **Employment Application Form** |

Thank you for your interest in The Fostering Network. Please complete this application form fully as it will be used to shortlist applicants against the job description. CVs and letters will not be considered.

Criminal convictions, references and equal opportunities information will be detached and retained by the HR team and will not be seen by the hiring panel. The personal details page will not be seen by the hiring panel at the shortlisting stage, but will be made available to them at interview. This information will be held in accordance with the Data Protection Act 2018 and the UK General Data Protection Act (UKGDPR).

Please send your completed application form as a **Word** document to [recruitment@fostering.net](mailto:recruitment@fostering.net)

We cannot accept PDFs or scans of handwritten forms.

If you have any questions or need assistance in completing this form, please do get in touch with us.

**Personal Details**

Under the Data Protection Act 2018 and the UKGDPR, 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.

This information will be held separately by the HR team until after the shortlisting stage has completed.

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Previous name(s) |  |
| Home Address & Postcode |  |
| Correspondence Address & Postcode (if different) |  |
| Telephone number: |  |
| Mobile number: |  |
| May we contact you at work? |  |
| Do you have the right to work in the UK? |  |

**Your Application**

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| --- | --- |
| Role being applied for |  |
| How did you find out about this vacancy? |  |
| Have you made an application to The Fostering Network before? |  |
| Are you related to any employees or trustees of The Fostering Network?  If yes, please specify. |  |
| Do you identify as care-experienced? |  |
| Do you require any adjustments to enable you to participate in this application and interview process? Please enter them below, or contact us on [recruitment@fostering.net](mailto:recruitment@fostering.net) | |
|  | |
| Please confirm that you are aware of the interview date and are available for interview if shortlisted |  |
| What are your salary expectations? Please be aware of the salary range stated on the job advert. |  |

**Education, Training & Qualifications**

**Educational history**

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 | Grade obtained |
|  |  |  |
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**Training & Membership**

Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership

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| --- | --- | --- | --- |
| Awarding body | Qualification / membership status | Was membership obtained by examination? | Date |
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**Other skills**

Please indicate any other relevant skills, for example languages spoken, level of computer literacy etc.

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**Employment History**

**Current / most recent employer**

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| --- | --- |
| Employer / Organisation name |  |
| Job title |  |
| Employer’s address |  |
| Type of business |  |
| Dates of employment |  |
| Summary of roles and responsibilities | |
|  | |
| Notice period |  |
| Reason for leaving |  |
| Have you been subject to any formal or informal disciplinary action? |  |

**Previous history & other relevant experience**

Please include details of your full employment history. If you have an employment history of less than five years, please include any voluntary or unpaid work. Continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Employer / Organisation name |  |
| Job title |  |
| Type of business |  |
| Dates of employment |  |
| Brief summary of roles and responsibilities | |
|  | |
| Reason for leaving |  |
| Have you been subject to any formal or informal disciplinary action? |  |

|  |  |
| --- | --- |
| Employer / Organisation name |  |
| Job title |  |
| Type of business |  |
| Dates of employment |  |
| Brief summary of roles and responsibilities | |
|  | |
| Reason for leaving |  |
| Have you been subject to any formal or informal disciplinary action? |  |

|  |  |
| --- | --- |
| Employer / Organisation name |  |
| Job title |  |
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|  | |
| Reason for leaving |  |
| Have you been subject to any formal or informal disciplinary action? |  |

|  |  |
| --- | --- |
| Employer / Organisation name |  |
| Job title |  |
| Type of business |  |
| Dates of employment |  |
| Brief summary of roles and responsibilities | |
|  | |
| Reason for leaving |  |
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|  |  |
| --- | --- |
| Employer / Organisation name |  |
| Job title |  |
| Type of business |  |
| Dates of employment |  |
| Brief summary of roles and responsibilities | |
|  | |
| Reason for leaving |  |
| Have you been subject to any formal or informal disciplinary action? |  |

Please give details of any gaps in your employment history

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**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 candidates of all backgrounds 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 HR 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.

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| --- | --- |
| Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the police for any offence? | Yes or No |
| 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.

|  |  |
| --- | --- |
| Full Name |  |
| Signature |  |
| Date |  |

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.

**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 One** | **Referee Two** |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone number: | Telephone number: |
| Working relationship: | Working relationship: |
| May we approach them prior to interview? | May we approach them 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.

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| --- | --- |
| Full Name |  |
| Signature |  |
| Date |  |

Thank you for your application, we wish you the best of luck!