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**CFSW Application Form**

**Safeguarding Statement:**

**CF are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

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| Role applied for: |  | Date of Application: | |  |
| Please confirm how you heard about the role: | | |  | |

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| **Personal Information.** | | | | | | |
| Title | |  | Full Name | |  | |
| Please list ***all*** previous names  (if applicable) | |  | | | | |
| Date of birth | |  | | | | |
| Full current address and postcode | |  | | | | |
| Contact numbers | |  | Email Addresses | |  | |
| National Insurance Number | |  | | | | |
| Have you lived and/or worked overseas?  If yes, please confirm where and when. | | **If you have lived / worked abroad, we may require a certificate of good conduct. Information on how to obtain this can be provided.** | | | | |
| Are you currently eligible to work in the UK? | |  | If no, what type of work permit do you require/hold? | | If appointed, you will be required to submit proof of your right to work in the UK. | |
| If you have any conditions related to your right to work in the UK, please give full details below. | |  | | | | |
| Do you have any connection to any existing employee of CF Social Work ? please give details | |  | | | | |
| To comply with the Asylum and Immigration Act 2006 and additional amendments, all prospective contractors will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official documents as set out in the Home Office guidelines. | | | | | | |
| **Please complete if you are applying for a role in Education:** | | | | | | |
| Do you have Qualified Teacher Status / DfE Teacher reference number? | Yes | | | No | |  |
| If yes – QTS certificate number: |  | | | Date of qualification as a teacher: | |  |
| If you are applying for a tutoring role, to comply with KCSIE we would need to complete a prohibition check with the employer access service for anyone undertaking teaching work.  Please sign to confirm you are happy for this to be undertaken:  Signed:  Date: | | | | | | |

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| **Driving details** | |
| Do you hold a full clean driving licence? |  |
| Do you have a car available for business use? |  |
| There may be a requirement to transport children or use your car for business purposes, if this is required you would need to obtain and provide evidence of business class car insurance, current MOT and Breakdown cover. | |

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| **Full Work History including *any* gaps in employment: i.e., looking for employment, travelling, maternity leave etc.**  We require a FULL WORK HISTORY, since leaving education to present, including **months and years**. | | | | |  |
|  | **Dates employed** | |  |  |  |
| **Name of employer** | **Month/**  **year from** | **Month/**  **year to** | **Role and responsibilities** | **Reason for leaving** | **URN number for any children’s homes you have worked in.** |
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| **Relevant experience including voluntary work: (MONTHS and YEARS)** | | | | |
| **Name** | **Dates** | |  |  |
|  | **Month/year from** | **Month/year to** | **Role and responsibilities** | **Reason for leaving** |
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| **Education and qualifications including High School, College, University, etc. (Including MONTHS and YEARS attended and any gaps for holidays etc.)** | | | |
| **Name** | **Dates** | | **Qualifications** |
|  | **Month/year from** | **Month/year to** |  |
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| **All relevant training and personal development** |
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| **Please outline the personal qualities and experience that you believe are relevant to your suitability for the post you are applying for and how you meet the person specification** |
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| **Reference Information:**  We require references to cover the past 5 years, this must include your current or most recent employer.  Please state below the names and contact details of your previous employers. These must be addressed to a Manager/Senior and be to a professional email address.  Details for personal references should be added in this section. | |
| Referee Name (current or most recent employer): | Referee Name: |
| Referees Position at this Company: | Referees Position at this Company: |
| Name of Employer:  Address:  Postcode: | Name of Employer:  Address:  Postcode: |
| Phone Number:  Mobile Number: | Phone Number:  Mobile Number: |
| Email address: | Email Address: |
| Contact before interview:  YES NO | Contact before interview:  YES NO |  | Contact before interview: YES NO |

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| Referee Name: | Referee Name: |
| Referees Position at this Company: | Referees Position at this Company: |
| Name of Employer:  Address:  Postcode: | Name of Employer:  Address:  Postcode: |
| Phone Number:  Mobile Number: | Phone Number:  Mobile Number: |
| Email address: | Email Address: |
| Contact before interview:  YES NO | Contact before interview:  YES NO |  | Contact before interview: YES NO |

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| **Convictions, cautions and DBS checks.**  CF is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS),and other relevant checks with statutory bodies – such as a prohibition check if undertaking teaching work. | |
| The position you are applying for is exempt from the Rehabilitation of Offenders Act 1974 so you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, including those regarded as ‘spent’.  Guidance regarding the convictions that will never be filtered from a DBS certificate can be found at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>  Having a criminal record will not necessarily prevent you from being offered employment.  It is important that applicants understand that failure to disclose **all** convictions, cautions, reprimands and final warnings that are not ‘protected’ could result in disciplinary proceedings or dismissal. | |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes or No |
| 1. Do you have any adult cautions (simple of conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes or No |
| failure to disclose all convictions, cautions, reprimands and final warnings that are not ‘protected’ could result in disciplinary proceedings or dismissal. | |

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| Do you hold a current enhanced DBS check? |  |
| Have you registered for the DBS update service? |  |
| If, yes please provide certificate number: |  |
| I also agree that CF Social Work can use the DBS update service to check and verify my DBS online. | Signed: |
| If you do not have a current DBS you will be required to gain one – which we can do for you:  **I am happy to complete a disclosure application form to enable an Enhanced DBS check to be undertaken for the fee of £54.00, which will be deducted by CF Social Work.** | Agreed and signed by:  Date: |
| Please give details of any current Police investigations that you are subject to at the point of application. |  |
| Please give details of any current or historical LADO investigations that you are subject to at the point of application. |  |
| Have you ever been subject to a safeguarding investigation, suspended or dismissed within a voluntary or work capacity? |  |
| Please give details: |  |

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| **Do you consider yourself to be disabled according to the definition below**?    Yes No  The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a ‘substantial’ and ‘long term’ negative effect on his/her ability to do normal daily activities.  This information will not affect your application but will help us to make appropriate adjustments as required. |

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| **Declaration:** |
| To the best of my knowledge, the information I have supplied is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.  I consent to the information provided being verified, which could include checking relevant documents and gaining references from past employers.  In completing and returning this application you consent to the processing of data therein and that this will comply with the Data Protection Act 1998.  Details of your application, including your personal details will be stored in our archives and database for up to 12 months following completion of the recruitment process.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Version September 2023