

**Shrewsbury House**

Charitable Incorporated Organisation No 1058694

Registered with The Charities Commission of England and Wales

**EMPLOYMENT APPLICATION FORM  
Chief Executive Officer****The information given on this form will be treated as STRICTLY CONFIDENTIAL**

*Shrewsbury House is legally required to carry out a number of pre-appointment checks which are detailed in the Organisation's Safer Recruitment Policy. The information you are being asked to provide in this application form is required so that the Organisation can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the Organisation, you must complete this application form. A curriculum vitae (CV) will not be accepted in place of a completed application form.*

<b>GENERAL DETAILS</b>	
Applicant's Surname:	Initials:
Job Title of position applying for:	

<b>1. PERSONAL DETAILS</b>			
Please complete using block letters.			
Address:			
Home Telephone No.:		Mobile Telephone No.:	
Work / Other Telephone No.:		Please indicate preferred contact number:	Home / work / other
Email Address:			
National Insurance No:			
Are you legally eligible to work in the UK?	<b>YES / NO</b>		
Do you require a work permit?	<b>YES / NO</b>		
Do you hold a full current driving licence?	<b>YES / NO</b>	Do you have a category D1 on your licence?	<b>YES / NO</b>
Do you possess a DBS clearance at Enhanced Level?	<b>YES / NO</b>	Are you on the DBS Online Update Service?	<b>YES / NO</b>

## 2. RELEVANT QUALIFICATIONS

Please list in chronological order all all Post 16 Academic Qualifications taken, together with the grades / class awarded and all relevant qualifications for Play Work and / or Youth Work

Date	Awarding Organisation / College / University	Qualification	Class / Grade / Level awarded

## 3. PRESENT EMPLOYMENT

If you are currently studying, please state 'student'. If you are currently unemployed, please state 'unemployed'.

Job Title:	
Employer's Name:	
Employer's Address:	
Telephone No:	
Date Started:	
Current Salary: (write n/a if a student)	
Period of Notice:	
Reason for leaving:	

*Please list your duties and responsibilities. These can be developed within a covering letter.*

## 4. PREVIOUS EMPLOYMENT

Please supply, in chronological order, a full history of all previous employment, self-employment, or unemployment since leaving higher education, please also include any other activities such as voluntary work since leaving secondary education.

(Please continue on a separate sheet of paper if necessary)

Dates	Employer's Name, Address, and Telephone Number	Job title and description of duties	Reason for leaving
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From dd / mm / yy 			
To dd / mm / yy 			

From dd / mm / yy 			
To dd / mm / yy 			

From dd / mm / yy 			
To dd / mm / yy 			

From dd / mm / yy 			
To dd / mm / yy 			

## 4. PREVIOUS EMPLOYMENT continued

Please supply, in chronological order, a full history of all previous employment, self-employment, or unemployment since leaving higher education.

Dates	Employer's Name, Address, and Telephone Number	Job title and description of duties	Reason for leaving
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From dd / mm / yy						
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## **8. FURTHER DETAILS AND SUITABILITY**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience, and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

You may also send an accompanying letter in support of this application form, please include any other areas which you have not been able to address fully in the application form.

## 9. REFEREES

Please give details of at least two referees.

- One referee should be your current or most recent employer.
- Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in working with children.
- Please note that references will not be accepted from relatives.

We reserve the right to take up references from any previous employer. Unless otherwise indicated we would normally take up references from shortlisted applicants before interview.

### Referee 1 (Current/most recent Employer) :

Name:	
Job Title:	
Address (incl. Post Code):	
Telephone No.:	
E-mail:	
Relationship to you	
May we contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Referee 2 (Previous Employer) :

Name:	
Job Title:	
Address (incl. Post Code):	
Telephone No.:	
E-mail:	
Relationship to you	
May we contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Referee 3 (Character) :

Name:	
Job Title:	
Address (incl. Post Code):	
Telephone No.:	
E-mail:	
Relationship to you	
May we contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 10. SAFEGUARDING CHECKS

Please be aware that the Organisation applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the Organisation which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online form. Employment with the Organisation is conditional upon the Organisation being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Organisation will be handled in accordance with any guidance and / or code of practice published by the DBS.

The Organisation will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the Organisation to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration below therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Organisation is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent" in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all "spent" and "unspent" convictions and cautions.

The Organisation must ensure that applicants who are successful in their application and are employed to carry out youth / play work are not subject to any prohibition order issued by the Secretary of State. In addition to the above checks any offer of employment will be conditional on all the necessary safer recruitment checks as detailed in Keeping Children Safe in Education (KCSIE).

## 11. DECLARATION

Please tick the following statements as applicable:

- I confirm that I am not named on the children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carry out out 'youth work'
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment), summary dismissal and may amount to a criminal offence.
- I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information are true and correct. I understand that if I provide misleading or incorrect information or have failed to disclose information this will result in the termination of any contract of employment offered.

**SIGNATURE:** \_\_\_\_\_

**DATED:** \_\_\_\_\_



## **STRICTLY CONFIDENTIAL:**

Note: This sheet will be detached from your application form and will not be seen by anyone involved in the selection process.

## **RECRUITMENT MONITORING FORM**

The Organisation is committed to the elimination of unjustifiable discrimination and actively ensures that all prospective and existing employees are treated fairly. In order to measure recruitment equal opportunities we need to collect information on people who apply for our jobs. To enable us to do this, please could you complete the details below; forms submitted with incomplete monitoring information will not be submitted for shortlisting. Some of the information you give on this form is considered to be sensitive information under the Data Protection Act 1998 legislation and by completing and returning this monitoring form you will be deemed to be giving your consent to the processing of the data for equality monitoring purposes only.

<b>Personal Information</b>			
Surname:		Preferred Title:	
Please state any previous surnames used:		Date of Birth:	
First names:		Age:	
Post applied for:		Gender: (M / F)	

<b>Ethnic Origin</b>			
I would describe my ethnic origin as:			
<b>White:</b> Please indicate:		<b>Asian or British Asian:</b> Please indicate:	
English	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
Other White British	<input type="checkbox"/>		
<b>Mixed:</b> Please indicate:		<b>Chinese or other ethnic group:</b> Please indicate:	
White & Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	African	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other ethnic group (please state)	<input type="checkbox"/>

<b>Disability</b>
<p>Under the Equality Act 2010 a disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities. Please confirm therefore whether you have a disability.</p> <p style="text-align: center;"><b>Yes</b> <input type="checkbox"/></p> <p style="text-align: center;"><b>No</b> <input type="checkbox"/></p> <p>If yes, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss interview arrangements and whether any reasonable adjustments may be required.</p>

<b>Advertisement</b>
Please provide details of where you saw this vacancy: