|  |  |
| --- | --- |
| Post applied for: |  |
| Location: |  |

**Personal details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name (including title): | |  | | |
| Current home address: | |  | | |
|  | | | | |
|  | | | | |
| Postcode: |  | Length of time at this address: | |  |
|  |  | |  |  |
| Daytime telephone number: |  | | E-mail address: |  |

|  |  |
| --- | --- |
| Do you hold a full driving licence? Type? | Yes  No |

By the time employment starts will you be at least 18, and 4 years older than the oldest child at the location you are applying for?

Yes  No

We will consider applicants who have not reached the required age who;

i) meet the requirements of the person specification, and,

ii) would otherwise be considered as fit to work at the location, with reference to the home’s Statement of Purpose

**Address Details**

Please give below any other addresses where you have lived in the last 5 years:

|  |  |
| --- | --- |
| Dates (to nearest month)  From: To: | Address (including postcode) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Please continue on a separate sheet if necessary.*

**Education**

Please give details of education from age 11 and all qualifications gained, including those of a recreational nature.

|  |  |  |  |
| --- | --- | --- | --- |
| School/College  (including address) | Dates  From/To | Qualification  & awarding body | Grade/  Level |
|  |  |  |  |
| Further/Higher Education | Dates  From/To | Qualifications  & awarding body | Grade/  Level |
|  |  |  |  |
| Professional Qualifications Place of Study | Date Obtained | Qualifications  & awarding body | Grade/  Level |
|  |  |  |  |
| Other Training | Dates  From/To | Name of training organisation | Grade/  Level |
|  |  |  |  |

*Please continue on a separate sheet if necessary.*

*Proof of qualifications will be required at interview. Please ensure these are available.*

**Work History**

**Current or last employment**

|  |  |
| --- | --- |
| Job title: |  |

Name and Address of Employer:

|  |  |
| --- | --- |
|  | |
|  | |
|  | |
|  | |
| Postcode: |  |

|  |  |
| --- | --- |
| Dates of employment: |  |
| Notice Required |  |
| Reason for Leaving/ seeking new employment: |  |

|  |
| --- |
| Please give a brief description of your current duties and responsibilities: |

**Previous Employment**

Please provide details of your past employment, starting with the most recent. Account for any time not spent in employment or education, including periods of unemployment, voluntary work, or raising a family.

For employment in the last 5 years, include salary details. Please indicate if employment was part-time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Job title | Dates | Salary | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Explain any gaps in your employment or educational history and any unusual features in your employment history: |

Please give details of any leisure activities or interests:

Why are you applying for this job? What do you expect to gain personally and professionally through this post? What stresses do you anticipate?

**Personal Statements**

|  |
| --- |
| 1. Please say something about your own personal development and the key influences which have contributed to making you the person you are:  *Continue on a separate sheet if necessary.* |
|  |
| 2. Please give details of your skills and experiences and how these match the requirements for this job? In additional, what personal qualities and strengths do you bring to the job and the community?  *Continue on a separate sheet if necessary.* |
|  |

**References**

Childhood First will approach the referees of short listed candidates only. Please give details of 3 people who can comment on your suitability for this post, one of whom must be your current or most recent employer. It is preferable that you seek professional references where possible.

|  |
| --- |
| 1. **Name:** |
| **Organisation:** |
| **Address:** |
|  |
| **Telephone number:** |
| **E-mail address:** |
| **Occupation:** |
|  |
| **In what capacity do you know this person?** |
|  |
| **May references be taken up before interview?**  YES/NO |

|  |
| --- |
| 1. **Name:** |
| **Organisation:** |
| **Address:** |
|  |
| **Telephone number:** |
| **E-mail address:** |
| **Occupation:** |
|  |
| **In what capacity do you know this person?** |
|  |
| **May references be taken up before interview?**  YES/NO |

|  |
| --- |
| 1. **Name:** |
| **Organisation:** |
| **Address:** |
|  |
| **Telephone number:** |
| **E-mail address:** |
| **Occupation:** |
|  |
| **In what capacity do you know this person?** |
|  |
| **May references be taken up before interview?**  YES/NO |

**Data Protection**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The Charity treats personal data collected during the recruitment process in accordance with its [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy-compliant-with-the-gdpr-/162690/). Information about how your data is used and the basis for processing your data is provided in the Charity's attached [job applicant privacy notice](https://www.xperthr.co.uk/policies-and-documents/job-applicant-privacy-notice-compliant-with-the-gdpr-/162692/).

**Application Declaration:**

I confirm that all information provided in the application is complete and correct and understand that any false or misleading information will result in my application being disregarded, or if Childhood First’s employment, could result in my summarily dismissal.

I agree that if offered provisional employment I consent to Childhood First to undergoing vetting checks, which include but are not limited to; Disclosure and Barring Checks, references and ID checks.

I agree that if offered provisional employment I will declare my medical history and understand I may be asked my permission for a medical report to be released to Childhood First by my GP, or referred to an independent medical advisor.

With the exception of those listed below, I do not have any family or close relationships to existing employees or Childhood First, including Director or trustees. If I become aware of relationships at a later date I will declare these to Human Resources.

1. Name and relationship:

2+. (Continue as above)

Please read the statements above carefully, and only sign below if you can agree with all the statements above.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

|  |
| --- |
| Your completed application form should be returned to:    Sue Robinson  Business Support Administrator  Earthsea House  Berry’s Lane  Honingham  Norfolk  NR9 5AX    *Or by e-mail to; earthsea.admin@childhoodfirst.org.uk*  *If posting, please ensure the correct postage is applied.* |

**Declaration**

**Rehabilitation of Offenders Act 1974 (Exemptions Order) 1975**

The post for which you are applying is exempt under the provisions of this Act.

Please give details below of any criminal record, including cautions, spent convictions, and any pending circumstances which might lead to prosecution, conviction, bind over or caution.

You do not have to declare any items that are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended in 2013). Details can be found at;

1. <http://www.legislation.gov.uk/ukdsi/2013/9780111537718/contents>
2. <https://www.gov.uk/government/publications/dbs-filtering-guidance>
3. <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

or you can request guidance on your particular circumstances “in confidence” from the HR Development Manager on 020 3326 4756.

If none, you should state ‘none’.

**Previous convictions:**

|  |  |  |
| --- | --- | --- |
| Date | Offence | Sentence |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Pending matters:**

|  |  |
| --- | --- |
| Date | Circumstances |
|  |  |
|  |  |

A criminal record will not necessarily bar you from appointment and will only be taken into account for recruitment purposes when the conviction is relevant.

If you are offered employment a criminal record check will be conducted through the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions that are not protected. It will also include a check against the Protection of Children Act List and the DfES List 99.

## **Disciplinary Procedures.**

**Are you subject to any current or outstanding disciplinary procedures?**

**Yes  No**

*If yes, please give details****:***

**Disqualification for Caring For Children Regulations 2002.**

These regulations disqualify individuals who have committed certain offences, or for other reasons, from running or being employed in a children’s home. Information on reasons for disqualification was provided with the application form. Please confirm that you are not so disqualified by signing the declaration below:

*I confirm that all the information contained herein is to my knowledge true and accurate and that none of the circumstances leading to disqualification under the Disqualification for Caring for Children Regulations apply to me.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

Please note: If you fail to disclose any criminal conviction (other than protected under legalisation) or if the information on this form is found to be false and misleading, you are liable to disqualification from appointment. If appointed, you would be subject to immediate dismissal without notice.

This form should be returned with your application in a sealed envelope marked “Declaration”

*Last reviewed: January 2020*

**Equal Opportunities Monitoring Form**

We hope you will assist us by completing this form. This information is being gathered to monitor the operation of Childhood First’s Equal Opportunities policies and the effectiveness of the advertising media used, and for no other reason. The data will be treated with the utmost confidentiality and will not be used in the process of recruitment and selection.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post title:** |  | | | | |
| **Location:** |  | | | | |
| **Full name:** |  | | | | |
| 1. **Gender:**   MALE / FEMALE / TRANSGENDER / OTHER (please specify) | | | | | |
| 1. **Age** |  | | | | |
| 1. **Marital status**   Please tick (✔) in appropriate box. | | | | | |
| Married (opposite sex) | | | | |  |
| Married (same sex) | | | | |  |
| Civil partner | | | | |  |
| Single | | | | |  |
| Other | | | | |  |
| 1. **What is your sexual orientation?**   Please tick (✔) in appropriate box. | | | | | |
| Bisexual | | | | |  |
| Gay man | | | | |  |
| Gay woman/lesbian | | | | |  |
| Heterosexual/straight | | | | |  |
| Other | | | | |  |
| Prefer not to say | | | | |  |
| 1. **Ethnic origin**   (Relates to a sense of identity/belonging on the basis of race/culture.)  I would describe myself as (choose ONE section from A to E, and then tick (✔) the appropriate box to indicate your cultural background): | | | | | |
| **A White:** | | | | | |
| British | | | | |  |
| English | | | | |  |
| Scottish | | | | |  |
| Welsh | | | | |  |
| Irish | | | | |  |
| Other, please specify: | | | | |  |
| **B Mixed:** | | | | | |
| White and Black Caribbean | | | | |  |
| White and Black African | | | | |  |
| White and Asian | | | | |  |
| Other, please specify: | | | | |  |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | | | | |
| Indian | | | | |  |
| Pakistani | | | | |  |
| Bangladeshi | | | | |  |
| Other, please specify: | | | | | |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** | | | | | |
| Caribbean | | | | |  |
| African | | | | |  |
| Other, please specify: | | | | |  |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** | | | | | |
| Chinese | | | | |  |
| Other, please specify: | | | | |  |
| 1. **Religion or Belief**   What is your religion or belief (including non-belief)? Please tick (✔) in appropriate box.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Agnostic |  |  | Pagan |  | | Atheist |  |  | Sikh |  | | Bah’ai |  |  | Rastafarian |  | | Buddhist |  |  | Scientologist |  | | Christian – Catholic |  |  | Shinto |  | | Christian – Protestant |  |  | Zoroastrian |  | | Christian – Other |  |  | No religion or belief |  | | Hindu |  |  | Prefer not to say |  | | Humanism |  |  | Any other religion or belief |  | | Jain |  |  | Please specify below, if you wish. |  | | Jewish |  |  |  |  | | Muslim |  |  |  |  | | | | | | |
| 1. **Disability**   Please tick (✔) in the appropriate box.  I consider myself to be:  Disabled  Not Disabled | | | | | |
| 1. **Where did you see this post advertised?** | |  | | | |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  I hereby give my consent to The Institute of Integrated Systemic Therapy to processing the data supplied in this form for the purpose of recruitment and selection. | | | | | |
| **Applicant's signature:** |  | | **Date:** |  | |

**Job Applicant Privacy Notice**

**Data controller:** The Institute of Integrated Systemic Therapy is a charity which trades under the name Childhood First. 210 Borough High Street, London, SE1 1JX

**Data protection officer**: Stephen Blunden

As part of any recruitment process, Childhood First collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the organisation collect?**

Childhood First collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the Charity needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

Childhood First may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Childhood First may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. This will only occur if you are made a conditional offer of employment.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the Charity process personal data?**

Childhood First needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Childhood First has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Childhood First may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Charity processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Childhood First is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity may keep your personal data on file in case there are future employment opportunities for which you may be suited. Childhood First will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their role.

Childhood First will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Childhood First will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Childhood First will not transfer your data outside the European Economic Area.

**How does the Charity protect data?**

Childhood First takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Childhood First will securely hold your personal data for the duration one year, after this period ends or once you withdraw your consent, your data is deleted or destroyed.

**For how long does the Charity keep data?**

If your application for employment is unsuccessful, Childhood First will hold your data on file for one year after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the Charity to change incorrect or incomplete data;
* require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Department at following e-mail address [HR@childhoodfirst.org.uk](mailto:HR@childhoodfirst.org.uk).

If you believe that Childhood First has not complied with your data protection rights, you can complain to the Information Commissioner.

**Law relating to this document**

* General Data Protection Regulation (2016/679 EU)
* Data Protection Bill