# Application form

Please read carefully all instructions and job details prior to completing this form. Please use black ink or typed text.

Post title:

Vacancy ref:

## Personal details

Surname (block capitals):       Title:

Previous surnames (if applicable):

Forenames (in full):

Address:

Postcode:

Telephone (day):

Telephone (evening):

E-mail:

National insurance no:

What originally prompted you to apply for this position (please tick below)?

I regularly check vacancies on your own website

Advert on another website attracted me (please specify)

Advert in a publication attracted me (please specify)

Other (please specify)

### Please return this form to:

Action for Children Recruitment Service

800 The Boulevard

Capability Green

Luton

Bedfordshire

LU1 3BA

## International Address History

Have you lived/worked abroad for a continuous period of 6 months or more during the last ten years?

No

Yes

If yes, please provide full details below of the dates and the address/s where you have resided as this information will be used to enable us to process the appropriate international check if you are appointed:

| Full address including post code  and country: | Dates:  (from–to)  Month/ Year: | Dates:  (from–to)  Month/ Year: |
| --- | --- | --- |
|  |  |  |

## Do you have the right to work and live in the UK?

Yes

No

The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.

## Do you have a disability?

The Disability Discrimination Act 1995 (DDA) as amended, affects every stage of the recruitment process imposing a duty on employers to make reasonable adjustments to enable disabled people to compete on equal terms. Applicants with disabilities who meet the essential criteria will automatically be shortlisted.

Yes

No

Definition of disability:

Section 1 of the Disability Discrimination Act 1995 defines a person as having a disability if he/she ‘has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities’.

## Career history (including voluntary, home-based or part-time work)

### Current or most recent employment

Briefly describe your current/most recent employment, highlighting duties, responsibilities, skills or experience gained which are relevant to the post you are applying for. If you are a school or college leaver, please include details of vacation employment.

| Employer’s name, address  and type of business: | Dates  (from–to)  Month/ Year: | Reason  for leaving: | Notice  required: | Salary: |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Job title:

Job description:

### Past employment

Please provide details of your previous employment history, starting with the most recent job and accounting for any gaps. It is essential we are able to account for all periods of an applicant’s history due to safeguarding requirements. Any unaccountable gaps are likely to have an impact on selection. For posts within the last five years, please confirm salary details. Please include any voluntary, home-based or part-time work.

| Employer’s name, address  and type of business: | Dates  (from–to)  Month/ Year: | Reason  for leaving: | Position held and  grade if applicable: | Salary: |
| --- | --- | --- | --- | --- |
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Continue on a separate sheet if necessary. Please put your full name and the vacancy reference number on all additional sheets.

**Gaps in Employment**

Please provide information below (if applicable):

| Dates:  (from–to)  Month/ Year: | Dates:  (from–to)  Month/ Year: | Reason for gap in employment history: |
| --- | --- | --- |
|  |  |  |

## Education, professional qualifications and training

Where applicable please include details of examinations taken or about to be taken for which results are not yet available.

| Name and address of school/ college/university/institution: | Course details: | Qualifications obtained, with grades: |
| --- | --- | --- |
| Educational institution attended: | | |
| Professional qualifications (including those from professional institutions): | | |
| Training courses attended (if relevant to the person specification): | | |

Continue on a separate sheet if necessary. Please put your full name and the vacancy reference number on all additional sheets.

## Professional Memberships

| Body name: | Level of membership: | Membership No: | Expiry Date: |
| --- | --- | --- | --- |
|  |  |  |  |

## Use of vehicles

**To be completed if a requirement for the post**. Some posts carry a car allowance or involve driving Action for Children vehicles, e.g. minibuses.

Do you hold a current driving licence suitable for the type of vehicle you are likely to be driving?

Yes

No

Have you any current endorsements?

Yes

No

If yes, please provide details:

Have you ever had one of the DVLA notifiable medical conditions?

Yes

No

If yes, please provide details:

For drivers likely to use their own car on Action for Children business:   
Do you have or are you willing to provide a suitable level of insurance?

Yes

No

Is there a current MOT certificate for the vehicle?

Yes

No

## Most relevant experience/reasons for applying

The job description details the key areas of responsibility and tasks involved. The person specification details key areas of knowledge, experience and skills required. Please demonstrate in this section how you meet the person specification. Shortlisting will be based upon how well you demonstrate your ability to meet these essential criteria and therefore we are unable to accept a CV on its own.

Please continue on a separate sheet if necessary, ensuring that you focus on specific responsibilities, competencies and achievements which are most relevant to the role applied for. Any additional pages should total no more than three if they are handwritten, or two if they are typed and each page should include your name, the vacancy reference, and should be numbered.

## Referees

Please provide details of three people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer and the second a previous employer. For all operational posts the referees must cover your previous 5 year career history and for non-operational posts, the previous two years. For all posts within a residential project, we may approach the referees prior to interview. For all other posts, if you do not wish us to approach your referees prior to interview, please tick this box.

Action for Children reserves the right to contact any of your previous employers.

### Present/most recent employer/referee

Name:

Job title:

Address:

Postcode:

Telephone:

Business E-mail:

In what capacity does this person know you?

### Second previous employer *(where applicable)*/referee

Name:

Job title:

Address:

Postcode:

Telephone:

E-mail:

In what capacity does this person know you?

### Third previous employer *(where applicable)*/referee (must be provided for all positions in Residential Projects)

Name:

Job title:

Address:

Postcode:

Telephone:

E-mail:

In what capacity does this person know you?

## Criminal Record, Disqualifications and Declarations

With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post, we will discuss this with you after the selection process is complete, but prior to making a conditional offer of employment if you are the successful candidate.

1. **All applicants**

For roles that do not involve working directly with children/adults- complete section 1 and 2, then move onto the next section - Consent.

For roles that involve working directly with children/vulnerable adults - complete section 1, and 3 - 6 as appropriate to your geographical location.

Are you subject to any current outstanding disciplinary action or legal proceedings?

Yes

No

If "Yes" please give details:

1. **Non Social Care Posts**

Only complete if the role you are applying for **does not** involve working with children or vulnerable adults

Criminal Convictions: Have you ever been convicted of a criminal offence (unspent only)?

Yes

No

Once complete please move onto page 8 - Consent.

If "Yes" please give details

1. **Posts working with children or vulnerable adults**

3.1. Once this section is completed, please answer the appropriate questions in sections 4, 5 or 6 in line with the relevant area of the country, that the post is based in.

Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults?

Yes

No

If "Yes" please give details

3.2. Regulatory body sanctions- Are you subject to any sanctions imposed by a regulatory body

(E.g. HCPC, NISCC, SSSC, CCW, Ofsted, Education Scotland)

Yes

No

If "Yes" please give details

**Childcare Disqualification Check**

Legislation in the provision of early years (or later years) services to children contains a number of requirements which employers must meet. Within this legislative framework it is necessary for employers to ensure that those involved in the provision of regulated services are not disqualified from that position under law. This may be by reason of residence.

Under section 76 (3) and (4) of the Childcare Act 2006 it is an offence for any person to employ in connection with the provision of early years services or later years provision to which this section applies someone who is disqualified from registration.

Subject to regulation 9 of the Act, a person who knowingly lives -

1. in the same household as a person who is themselves disqualified, or
2. in a household in which any such person is employed is disqualified
3. is themselves disqualified.

Do you live in the same household as a person who is themselves disqualified or in a household which any such person employed is disqualified under the Childcare (Disqualification) Regulations 2009 or Child Minding and Day Care (Disqualification) (Wales) Regulations 2010, as appropriate.

Yes

No

If "Yes" please give details

1. **For posts based in England or Wales**

For posts that are exempt from the Rehabilitation of Offenders legislation, you must declare any convictions, cautions, reprimands or final warnings that are not "protected". Certain spent convictions and cautions are "protected" (also known as filtered) and are not subject to disclosure to employers, and cannot be taken into account. Further guidance and criteria on the filtering of these "protected" cautions and convictions (where applicable) is available on the Disclosure and Barring Service website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Successful candidates will be required to complete a Disclosure via the Disclosure and Barring Service.

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police (spent or unspent)?

Yes

No

If "Yes" please give details

1. **For posts based in Northern Ireland**

For posts that are exempt from the Rehabilitation of Offenders legislation you must declare any convictions that are not "protected" (also known as filtered). Certain spent convictions, cautions, diversionary youth conferences and informed warnings are "protected" or "filtered" and are not subject to disclosure to employers, and cannot be taken into account for employment purposes.

Further guidance on the rules of the filtering scheme that AccessNI will apply is available on the Department of Justice Northern Ireland website [www.nidirect.gov.uk/accessni-filtering](http://www.nidirect.gov.uk/accessni-filtering)

Successful candidates will be required to complete a Disclosure via AccessNI.

Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?

Yes

No

If "Yes" please give details

Please include details about the offence, including the date of conviction and the sentence passed.

1. **For posts based in Scotland**

For posts that are exempt from the Rehabilitation of Offenders legislation you must declare all convictions, cautions, reprimands, or final warnings on your criminal record, both spent and unspent on the page marked 'Criminal Record/Disqualification/Other'. Successful candidates will also be required to complete an Enhanced Disclosure via Disclosure Scotland.

Successful candidates will be required to complete a disclosure check/PVG Scheme Record check.

Details of criminal record information (not subject to filtering rules) should be noted

Criminal Records Information

Are you an existing member of the Protecting Vulnerable Groups (PVG) Scheme?

Yes

No

If "Yes" please give membership number

## Consent

**Reserve Candidate pool**

If following interview you are selected as a reserve candidate we would like to include your details in our reserve candidate pool in case any suitable vacancies arise in the 9 months following interview.

Would you like to be included in this reserve candidate pool?

Yes

No

**Data Protection**

Action for Children ('we' or 'us') provides this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998.

**Personal data**

We ask for personal information from job applicants to assist with our recruitment processes. Any information about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees) may be retained and used by us for the purposes of considering your suitability for employment, to take up your references, conduct appropriate checks, and as otherwise reasonably required for the purposes of Action for Children's business or any applicable law.

We may disclose information we receive from you to our group companies and to departments other than the one to which you may have originally applied to work if we think it is appropriate to do so for the above purposes.

If your application is successful, and you subsequently become employed by us, the information will become part of your personnel file.

If we do not employ you, we may still retain for a reasonable period and use the information we hold relating to you to be able to consider your application again at a later date should a suitable position become available. If you would rather we do not do so, please let us know.

In accordance with applicable law, you are entitled to ask for a copy of the information that we hold about you and to ask us to correct any inaccuracies. We may charge a fee of up to GBP 10 for providing a copy of the personal data. Please contact the Recruitment Service if you would like to make such a request or if you have any questions.

**Sensitive personal data**

You may also supply us with sensitive personal data relating to your racial or ethnic origin religious or similar beliefs, physical or mental health, or sexual life which is gathered for the following purposes:

1. for equality of opportunity monitoring purposes,
2. to consider whether adjustments may need to be made to accommodate an applicant with a disability.

The provision of such sensitive personal data by you is entirely voluntary.

You may also supply us with sensitive personal data relating to your criminal record, which is gathered to assess suitability for particular jobs, for example where you may be required to work with children or vulnerable adults.

We may disclose your sensitive personal data to our group companies for these same purposes.

I consent to the processing of my personal information (including sensitive personal data) as described above.

I have read and agree to the above statement:

Signature:

**Application Declaration**

Before submitting this application, please read the following:

If you have difficulty completing this form and providing all of the information that we have asked for, or you require this form in a different format, please contact the Recruitment Service.

If you are appointed to the post, any major omissions or inaccurate information relevant to your application could lead to disciplinary action which could result in dismissal, or in some circumstances we may take legal action against you including referral to the police.

I declare that the information contained in this form is true and accurate.

I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I have read and understood the declaration:

Signature:

Date:

You will be asked to sign this form at a later date.

# Equality and Diversity Monitoring

# Self-Classification Statement

We are committed to promoting equality, valuing diversity and working inclusively across our entire organisation. We uphold these principles in our behaviours and practices - as an employer, as a service provider and as a campaigning organisation.

We oppose all forms of discrimination and intolerance in the workplace and service settings. We have a zero tolerance approach to bullying, harassment and victimisation.

At Action for Children, we work to identify and remove or reduce any barriers and inequalities in the access to our employment opportunities and service provision, through consultation, impact assessment, monitoring, reporting, action planning and review. Our aim is to break down all barriers of discrimination, prejudice, fear or misunderstanding.

We use the Equality & Human Rights Commission's nine protected characteristics to help focus our equality and diversity work and ensure the Code of Practice is followed to inform the procedures and practice standards.

We aim to eliminate discrimination, harassment and victimisation and have due regard to advancing equality for the relevant protected characteristics. We will not tolerate discrimination against employees or service users who have one or more of the protected characteristics:

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnership
6. Race
7. Religion or belief
8. Sexual orientation
9. Pregnancy and maternity

In Northern Ireland we also recognise the diversity strand of community background.

Supportive and ambitious employers need to collate data to find out and understand who they employ, who volunteers for them and who uses their services. Having accurate and up to date data can also provide a tool to measure success in eradicating discrimination across Action for Children.

Accurate data will tell us the following information and will enable us to plan and monitor a more diverse workforce:

*Who wants to work for us?*

*Who is more likely to leave Action for Children?*

*Who is more likely to be dismissed or made redundant*

*Who is more likely to bring grievances?*

*Who is represented at the most senior levels of Action for Children?*

The information you provide will help us:

*Develop and improve our practices*

*Build and maintain equality of opportunity and diversity across our organization*

*Demonstrate our commitment to promoting equality and valuing and respecting diversity and inclusive practice*

We ask all employees to complete diversity monitoring forms, which are confidential to Action for Children.

If you would like further information about monitoring data, please contact the People Policy team via email: [people.policies@actionforchildren.org.uk](mailto:people.policies@actionforchildren.org.uk)

Name:

Position applied for:

Project/department:

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### Please fill in all the sections (Choose only one option in each section)

1. Gender Choose an item.
2. Nationality: Choose an item.
3. Date of Birth

DD/MM/YY

1. Do you have a disability? Choose an item.

If yes, please describe the nature of your disability

1. What is your ethnic origin? Choose an item.
2. Religion? Choose an item.
3. Sexual Orientation: Choose an item.
4. Marital Status: Choose an item.
5. Northern Ireland Cultural Background: Choose an item.

Action for Children would like to thank you for your help in assisting us to provide a better service.