**APPLICATION FORM**

You should attempt to answer all relevant questions as fully as possible using black ink/biro or typescript. Curriculum Vitaes will not be accepted as part of, or instead of, this application form.

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| **Post you are applying for: Senior Playwork Leader** |

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| **1. Personal details** |
| Name  Address:  Postcode:  Telephone Day:  Mobile:  Email address: |

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| **2. Education &Training**  It is not necessary to list every qualification individually, it is sufficient to say the number and type of qualification ie “6 GCSEs” (you may highlight any that are particularly relevant). | | |
| **a) Education**  Subject | Dates | Level/Qualification |
|  |  |  |
| **b) Professional qualification**  Title | Dates | Level/Qualification |
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| **c) Training**  List any training you have received or are currently undertaking which you feel is relevant to the post |  |  |

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| **3. Employment history, including voluntary work**  Please put your current or most recent employment first | | |
| **Employer's Name, Address** | **Job Title & Main Responsibilities** | **Dates**  ***(from – to)*** |
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| **4. Skills and General Information**  This section is to give us specific information in support of your application. You must be able to demonstrate that you can satisfy each aspect of the person specification  *(Please restrict your response to the equivalent of 2 sides of A4)* |
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| **5. Please describe your commitment to Equality and Diversity practices as a core practice in work with children and young people. Provide two examples** |
| Example 1)  Example 2) |

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| **6. References – one must be your current or most recent employer** |
| **FIRST REFERENCE**  Name:  Address:  Tel:  Job Title:  Capacity in which you know this person:  **SECOND REFERENCE**  Name:  Address:  Tel:  Job Title:  Capacity in which you know this person: |
| The Disability Discrimination Act (DDA) 1995 describes a disability as ‘a physical or mental impairment which has a substantial and long-term effect upon a person’s ability to carry out normal day-to-day activities. This act protects disabled people from unlawful discrimination. If you tell us that you have a disability we will make reasonable adjustments to your working environment and to do your work arrangements and practices. If it is reasonable for us to do so.  Please indicate here whether you have a disability, according to the above definition, which is relevant to your application.    Yes 🞎 (if yes please describe)  No 🞎  If you are invited to an interview and you believe that we should make reasonable adjustments for you, please describe what would be required.   1. At the interview 2. In the workplace (if appointed)   **Medical Information:**  Has your employment ever been terminated on the grounds of ill health  Yes: (please describe) No:  Please give the number of days (include dates) sickness absence you had: – if none, state none.  In last 12 months:  In 12 months prior to that:  *Please read the following and sign below:*  I have considered the job description for the post for which I am applying and confirm that there is no medical reason why I cannot undertake the role. I understand that id, at a later date, it is discovered that I have knowingly withheld medical information; disciplinary action may be taken against me, which may include dismissal.  Signed: Dated: | |
| Can you provide evidence of eligibility to work within the UK under the requirements of s8 of the Asylum and Immigration Act 1996 (such as a P45, P60, pay slip, or Nat. Insurance Card)?    Yes 🞎 No 🞎  Please note that in the event of being offered the post, you will be requested to provide such evidence. | |
| **DISCLOSURE OF SPENT CONVICTIONS & CRIMINAL CONVICTION DECLARATION**  All applicants are required to answer questions outlined on the last 2 pages of this application form. | |
| I declare that the information contained in this form is true and accurate. I understand if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**DISCLOSURE OF SPENT CONVICTIONS**

“Because of the nature of this post, the rules relating to spent convictions under the provision of section 4(2) of the Rehabilitation of Offenders Act 1974, (Exemptions) Order 1986 do not apply. Applicants are therefore not entitled to withhold information about convictions and cautions which for other purposes are ‘spent’ under the provision of the Act.”

**All applicants must answer the following question.** You should provide details about all pending prosecutions, convictions, cautions and bind overs (including those that took place whilst a juvenile) and the information should include the date and the details of the Court or Police Service that dealt with the offence. If you have any doubt at all about what to include on this form, please seek advice from us. Therefore you **MUST** answer the following question:

**DO YOU HAVE A PROSECUTION PENDING OR HAVE YOU EVER BEEN CONVICTED AT A COURT OR CAUTIONED BY THE POLICE FOR ANY OFFENCE?** (Please circle)

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| **YES** | **NO** |

If you answer **YES**, please give details of all convictions on the Declaration form on the next page. A previous conviction will not automatically disqualify you from the recruitment procedure, but you may be asked to discuss it.

**DECLARATION**

I understand that, if it is found that I have withheld information or included any false or misleading information in the above, I will be disqualified from appointment or, if already appointed, this will render me liable to dismissal without notice. I understand that **Shakespeare Walk Adventure Playground Association** will keep the information securely and according to regulation.

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| Signed: | Date: |

**CRIMINAL CONVICTION DECLARATION**

Please complete and return this form only if you have answered ‘**YES’** to the question relating to criminal convictions in Part 1 of the job application form.

The recruitment for this post is therefore exempt from the terms of the Rehabilitations of Offenders Act 1974 (Exceptions) (Amendments) Orders 1988. This means you must make full disclosure of all convictions, cautions and bind overs whether ‘spent’ or not. You are therefore required to complete this form and we may ask questions about your record.

People with criminal convictions are not automatically excluded from the applying for this post. Before we could accept you it is essential that we know what any convictions or other legal disposal was for.

Failure to make full disclosure would disqualify you from this post and would be grounds for instant dismissal if it came to light after appointment.

The information you give will be treated with the utmost confidence.

I declare that the information I give below on my criminal record is complete to the best of my knowledge and belief.

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| --- | --- |
| **FULL NAME:** |  |
| **SIGNED:** |  |
| **DATE:** |  |

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| **Conviction/Caution/Bind over for:** | **Date of conviction:** | **Sentence / Disposal** |
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