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| *Please complete all sections of this form using black ink or type. Applications will only be accepted if this form is completed in full.* |

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| **Application for the post of job title:** |  |

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| **APPLICANT’S DETAILS** | |
| **First name (s):** |  |
| **Surname:** |  |
| **Preferred title:** |  |
| **Previous surname(s):** |  |

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| **CONTACT DETAILS** | |
| **Address:**  **Postcode:** |  |
| **Daytime contact no.:** |  |
| **Evening contact no.:** |  |
| **Email address:** |  |

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| **EDUCATION AND QUALIFICATIONS**  *Please provide details of your education from secondary school onwards. You’ll be required to produce evidence of qualifications if shortlisted.* | | | |
| **Dates attended**  **(month and year)** | | **Name and location of school/college/university:** | **Qualifications / Grade /**  **Date awarded:** |
| **From:** | **To:** |
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| **TRAINING AND PROFESSIONAL DEVELOPMENT**  *Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application* | | | |
| **Dates attended**  **(month and year)** | | **Course title:** | **Standard or level achieved, and date awarded:** |
| **From:** | **To:** |
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| **CURRENT EMPLOYMENT DETAILS** | | | |
| **Employer’s name:** |  | | |
| **Employer’s address:**  **Postcode:** |  | | |
| **Job title:** |  | **Date appointed:** |  |
| **Salary details:** |  | **Notice period:** |  |
| **Description of responsibilities:** |  | | |

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| **PREVIOUS EMPLOYMENT**  *Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.* | | | | |
| **Job title:** | **Name and location of employer:** | **Date employed:** | | **Reason for leaving** |
| **From:** | **To:** |
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| **STATEMENT IN SUPPORT OF APPLICATION**  *Please explain why you are applying for this post and how your experience, training and personal qualities match the requirements of the role, as set out in the job description and person specification.* *This could also include any additional voluntary work or unpaid duties you have performed. If you have had a break from paid work, it is important to include details of any voluntary work you undertook during this time.* |
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| **REFERENCES**  *Please give details below of two people who able to comment on your suitability for this post. Where appropriate, one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity (they must not be a relative).*  *References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.* | |
| **Present Employer:** | **Other Reference:** |
| Name:  Position:  Address:  Contact number:  Email address: | Name:  Position:  Address:  Contact number:  Email address: |

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| **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS** |
| * Oarsome Chance is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. * The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. * For posts in regulated activity, the DBS check will include a barred list check. * **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.** * Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Oarsome Chance’s privacy notice. * Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. * Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. * Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

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| **TIME SPENT LIVING AND/OR WORKING OVERSEAS** | | |
| If you’ve lived or worked outside of the UK in the last 5 years, Oarsome Chance may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course. You will be required to provide evidence of your right to work in the UK.  By signing this application, you agree to provide such evidence when requested. | | |
| **Have you lived or worked outside of the UK in the last 5 years?** | YES | NO |

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| **RELATIONSHIP TO OARSOME CHANCE** | | |
| Please list any personal relationships that exist between you and any of the following members of The Oarsome Chance community:   * Trustees * Staff * Students   If you have a relationship with a trustee or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role At Oarsome Chance** |
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| **FURTHER INFORMATION AND DECLARATION** | | |
| Do you hold a UK driving licence? | YES | NO |
| National insurance number: |  | |
| **I hereby confirm that the information I have given above is true.**  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | |
| **Signature of applicant:** |  | |
| **Date signed:** |  | |