Please ensure you complete this application form in full as we do not accept CVs. When completed and returned to us the form will be stored in compliance with our Safe Recruitment Policy. Applications are held for no longer than 6 months. If you are successful, your application form is stored within your personnel file.

Please refer to guidance notes when completing this application form.

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| **Application Details** | |
| Application for (Job Title): |  |
| Job role location: |  |

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| **Equal Opportunities** |
| Willow Den is an equal opportunities employer. Our policy is to recruit a diverse workforce in compliance with the Equality Act (2010). |

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| **Safe Recruitment of Staff Statement** |
| Safe recruitment and the safeguarding of children and young people are central to our values and are required by law. The Protecting Vulnerable Groups (PVG) scheme is a membership scheme for people who do regulated work with children and vulnerable adults. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups. If the role you are applying for is classified as ‘regulated work’ you will be required to join the PVG Scheme. |

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| **Personal Details** | | | | | | | |
| Forename(s): |  | | Surname: | |  | | |
| Known as: |  | | Title: | |  | | |
| Address: |  | | Landline: | |  | | |
| Post Code: |  | | Mobile: | |  | | |
| Email Address: |  | | | | | | |
| The best way for us to contact you is by: | | | Mobile  Email  Post | | | | |
| **Work permit** | | | | | | | |
| Do you need a work permit to take up this post? | | | | Yes | | | No |
| **Working in the UK** | | | | | | | |
| Are you eligible to work in the UK? | | | | Yes | | | No |
| ***Office Use Only:***  Date Application received: | | | | | | | |
| **Qualifications Achieved:** | | | | | | | |
| Subject/Course Title | | Qualifications Title: e.g.,  Standard grade, Higher, (School leavers only) SVQ/NVQ HNC, HND, PDA, Bachelor's degree, Master's Degree, PDA | | | | | |
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| **Qualifications currently studying or working towards** | | | | | | | |
| Subject/Course Title | | Type of qualifications: e.g., SVQ/NVQ HNC, HND, PDA, Bachelor's degree, Master's Degree, PDA | | | | Anticipated completion date | |
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| **Membership of professional and regulatory bodies (including PVG, SSSC)** | | | | | | | |
| Full name of organisation | | Registration Number (and status if applicable) | | | | Renewal date (if applicable) | |
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| **Current Employment:** | | | | | | | | |
| **Present (or most recent) post** | | | | | | | | |
| Job Title: | |  | | | | | | |
| Employer: | |  | | | | | | |
| Start of employment date: | |  | | | End of employment date (if applicable): | | |  |
| Reason for leaving  (if applicable): | |  | | | | | | |
| Notice period: | |  | | | | | | |
| **Role purpose / summary of main responsibilities** | | | | | | | | |
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| **Employment history (relevant to the position)** | | | | | | | | |
| List your most recent job first. If a job supports the position applied for, please say more about it in your ‘support of application’ statement | | | | | | | | |
| Job title | | Short summary of main responsibilities | | | Employer | | | Dates (from and to) |
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| **Referees** | | | | | | | | |
| **Reference 1** – should be your present (or most recent) employer who should be authorised to confirm your employment and the details given in your application.  **Reference 2** – should be someone who can attest to your skills, knowledge, and abilities and who may offer an opinion on your suitability for this post.  **You should not use family members or friends.**  By providing these contact details you are confirming that you have obtained consent from the individuals involved to share this information with us. Note that references will only be taken up for preferred candidates following an interview. | | | | | | | | |
| Referee 1 | | | | Referee 2 | | | | |
| Name |  | | | Name | |  | | |
| Capacity in which known |  | | | Capacity in which known | |  | | |
| Address: |  | | | Address: | |  | | |
| Post code |  | | | Post code | |  | | |
| Tel: |  | | | Tel: | |  | | |
| Email |  | | | Email | |  | | |
| **Driving License** | | | | | | | | |
| Do you hold a valid UK driving license?  *(Please complete this question if driving is stipulated as a require of the role in the job description)* | | | Yes | | | | No | |

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| **Statement In support of application:** |
| The purpose of the statement is to match your personal qualities, skills, knowledge and experience. Please include any major achievements that are relevant to the role.  If necessary, if completing by hand, please continue on a separate sheet and attach securely to this section. |
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| Declaration | |
| * I confirm that all the information provided on this form is correct to the best of my knowledge. * I understand that ALL applicants regardless of nationality are required to provide proof of their Right to Work in the UK prior to any formal offer of employment being made. This may be through documentation or a Home Office Share Code. * I understand that appropriate pre-employment screening may include checks for health and fitness for work, criminal records, qualifications, and professional registrations. * I understand failure to enclose this completed declaration will mean my application may not be considered for short listing | |
| **Signed:** | **Date:** |