

# Application Form

You should complete this form electronically or fully in black ink and return it to:
**HR Department, Caldecott Foundation, Caldecott House, Hythe Road, Smeeth, Ashford, Kent, TN25 6SP**

Please do not substitute a CV for this application form.

Please tick this box if you have received a copy of our Privacy Notice [ ]  If not then you can request a copy be sent to you by contacting our HR team on 01303 815639

Post Applied for:

**The Caldecott Foundation is committed to supporting our workforce's development, wellbeing and positive mental health - and we are committed to working with every individual employee to ensure they are fully supported.**

Personal Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |       | Surname: |       | Forenames: |       |
| Surname at birth (if different): |       | Date of Birth: |       |
| Place of birth: |       | Nationality: |       |
| National Insurance Number: |
| Permanent address (current):**If you are relocating, please input your current address, and update us only once you have moved, to validate checks.** |
|       |
|       |
|       |
| Post Code: |       |
| Email address: |       |
| Home telephone: |       | Daytime telephone: |       |
| If you have ever possessed any other nationality or citizenship; lived abroad or worked with young people/vulnerable adults outside the UK, please give full details with dates: |
|       |
| Are you lawfully resident in the UK? | Yes [ ]  No [ ]  | Are you subject to immigration control? | Yes [ ]  No [ ]  |
| If yes, please specify: |       |
| Are there any restrictions regarding your employment, i.e. do you require a Work Permit? | Yes [ ]  No [ ]  |
| **Please note that we do not currently provide visa sponsorship** |  |
| If Yes please supply details: |       |
| **I declare I am eligible to work in the UK:** |
| Signed:  |       | Date: |       |

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes [ ]  No [ ]  |
| Are there any points on your licence? | Yes [ ]  No [ ]  |
| If so, how many? |       |
| Are you prepared to travel? | Yes [ ]  No [ ]  |
| Have you been employed by this company previously? | Yes [ ]  No [ ]  |
| Do you have relatives working for this company?  | Yes [ ]  No [ ]  |
| If yes, please give details: |       |
| Have you been suspended or subject to disciplinary action by your current or previous employers? | Yes [ ]  No [ ]  |
| If yes, please supply full details |  |
| Have you ever been subject to any safeguarding concerns or LADO referrals in relation to children/young people during any previous employment or voluntary work? | Yes [ ]  No [ ]  |
| If yes, please supply full details |  |

Educational Qualifications

Please give details of schools, colleges or universities attended since the age of 14 years:

**Please note that we need to see certificates for any relevant qualifications.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Institution | Dates**(dd/mm/yy)** | Subjects Taken | Level of Qualification | Date Awarded or Expected |
| From | To |
|       |  |  |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Employment Information

A full employment history is required. Please list all employment from leaving education giving all dates (day, month & year). Please give details of all full-time and part-time work, including any periods of self-employment.

Any gaps in employment should be included.

**Please be aware that as part of our recruitment process we will require a reference from every organisation where you have undertaken paid or voluntary work with children or vulnerable adults.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name, Address & Email of **Most Recent** or **Present** Employer*(essential)* | Dates*(essential)* | Job Title and Nature of Work*(essential)* | Reason for Leaving*(essential)* |
| Fromdd/mm/yy | Todd/mm/yy |
|       |       |       |       |       |
| Basic Salary | Allowances/Bonuses *(if applicable)* |
|       |       |
| Name, Address & Email of **Previous** Employers *(Please list in order starting with the most recent)**(essential)* | Dates*(essential)* | Job Title and Nature of Work*(essential)* | Reason for Leaving*(essential)*  |
| Fromdd/mm/yy | Todd/mm/yy |
|  |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Give details of any time not already accounted for (including unemployment) please provide the reason for the gap along with the day, month and year.  |
|       |

Personal Statement

|  |
| --- |
| Please identify how you meet the criteria for this role as detailed in the Job Descriptions and Person Specification. Please note that the decision to shortlist for interview will be based solely on the information provided within the application. On all applications being equal, the decision to shortlist may be based on the quality of the Personal Statement. |
|       |

Referees

Please provide the names, addresses and telephone numbers of two people known to you personally. One of these must be your present or most recent employer. The other may provide a character reference and must not be a member of your family. Please note that referees will not be contacted without your permission. Any offer of employment will be subject to receipt of satisfactory references and DBS check and may be withdrawn in the event of a failure to receive them or if they are deemed unacceptable by the organisation for the post applied for.

|  |  |
| --- | --- |
| First Referee – Current or Most Recent Employer | Second Referee |
| Name |       | Name |       |
| Address | Address |
|       |       |
|       |       |
|       |       |
| Post Code |       | Post Code |       |
| Telephone |       | Telephone  |       |
| Email |       | Email |       |
| In what context does this referee know you? | In what context does this referee know you? |
|       |       |

|  |
| --- |
| **If you have worked in more than 2 roles that involve children and vulnerable adults, please input their reference details in ‘Additional reference Information’ further down.** |

**Please ensure that you have obtained the permission of those listed above to act as a referee and for their details to be shared with the Caldecott Foundation.**

I give permission for the FIRST REFEREE to be contacted prior to interview: Yes [ ]  No [ ]

I give permission for the SECOND REFEREE to be contacted prior to interview: Yes [ ]  No [ ]

|  |
| --- |
| The Equality Act 2010 places certain obligations on employers to make reasonable adjustments for employees who have a disability. To enable the Caldecott Foundation to be able to provide any appropriate tailored support and to make any such reasonable adjustments that you might need to enable you to take part in an interview or in the workplace, you are encouraged to disclose any such medical conditions to the HR Manager. Any information disclosed will be stored confidentially and in accordance with the organisations Data Protection requirements.Interviews |
|       |

Advertising and Publicity

|  |
| --- |
| Please indicate how you heard about this vacancy. Please specify publication or job board. |
|       |

Disclosures & Barring Service and Rehabilitation of Offenders Legislation

|  |
| --- |
| Because of the nature of the work you will be asked to undertake it is exempt from the provisions of the Rehabilitation of Offenders Legislation. This means that you must provide us with all information relating to any form of conviction at any time in your lifetime. This includes such matters as police cautions, anti-social behaviour orders or informal warnings as well as any other form of conviction whether you were sent to prison or not. **You are not entitled to withhold any information whether the sentence is spent or not.** Any information that you give will be completely confidential and will only be considered in relation to the post that you are applying for. A criminal record may not be a bar to obtaining employment. If you have been registered on any list relating to vulnerable adults or children and your registration has been confirmed you should be aware that you would be committing a criminal offence in applying for a post in a caring position. It is an offence to apply for a role that involves regulated activity if you are barred from engaging in regulated activity relevant to children. Any failure to notify of any form of conviction or any other form of misleading or false information now or at any time in the future could result in disciplinary action that may lead to the termination of your employment at any time during the course of your employment. |
| **Have you ever been convicted of any criminal offence?** | Yes [ ]  No [ ]  |
| If so, please give full details (including nature of offence and date). |
|       |
| Do you hold a Disclosure & Barring Service (DBS) Check, Disclosure Scotland or Overseas Police Check carried out within the last three years? | Yes [ ]  No [ ]  |
| If yes, please give details. |
|       |
| Are you a part of the DBS update service? Yes [ ]  No [ ]  |

Declaration

|  |
| --- |
| I declare that the details given on this application are to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false information.I give permission for all or part of this application to be held on both computerised and manual records, which I may request access to |
| Signed: |       | Date: |       |
| Full Name: |       |

Diversity Monitoring Questionnaire

Caldecott Foundation Limitedhas a policy of equal opportunity. Everyone who is eligible to join the Caldecott Foundation, whatever their sex or marital status, race, colour, ethnic or national origins, will receive equal treatment when applying for jobs. We want to find out whether this policy is working and to take steps to ensure further progress is made to achieving equal opportunities. To do this we need to know about the age, gender and race or ethnic origin of people who apply to join the Caldecott Foundation. We are therefore asking you to complete the following questionnaire which is entirely optional. If you do chose to provide this information please be assured that your answers will be treated confidentially and will not affect your job application in any way. The information provided will be retained and used by the Caldecott Foundation for the purpose of monitoring the composition of the workforce and the fair application of policies and procedures.

In providing my ethnic background, gender and age below I consent to the Caldecott Foundation holding this personal information and processing it for the purposes outlined in the paragraph above. I tick this box to confirm that I do give my consent [ ]

|  |  |
| --- | --- |
| What do you consider to be your ethnic background? |       |
| What is your gender? |       |
| How old are you? |       |

Additional reference information

Please provide reference details for anywhere you have worked or volunteered with children, young people, or vulnerable adults.

|  |  |
| --- | --- |
| Reference details | Reference details |
| Name |       | Name |       |
| Address | Address |
|       |       |
|       |       |
|       |       |
| Post Code |       | Post Code |       |
| Telephone |       | Telephone  |       |
| Email |       | Email |       |
| In what context does this referee know you? | In what context does this referee know you? |
| Reference details | Reference details |
| Name |       | Name |       |
| Address | Address |
|       |       |
|       |       |
|       |       |
| Post Code |       | Post Code |       |
| Telephone |       | Telephone  |       |
| Email |       | Email |       |
| In what context does this referee know you? | In what context does this referee know you? |