

**PRIVATE & CONFIDENTIAL**

**Application for Employment Form**

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| **Vacancy Details** | |
| **Vacancy Applied For:** |  |
| **Location of Vacancy:** |  |
| **Where did you see the vacancy advertised? If It was online, please specify which website:** |  |

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| **Personal Details** | | | |
| **Surname:** |  | **Forename:** |  |
| **Mobile Number:** |  | **Landline:** |  |
| **Address (including Post Code):** |  | | |
| **Email Address:** |  | | |
| **National Insurance Number:** |  | | |
| **Do you hold a current driving licence? Please circle or highlight.** | Yes / No | **Do you have access to a vehicle for work use? Please circle or highlight.** | Yes/ No |
| **Are there any endorsements on your driving licence? Please give details** |  | | |

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| **Membership of professional or technical associations/bodies (where relevant)** | | |
| **Name of professional/ technical association or body** | **Membership Status** | **Membership Number** |
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| **Education**  Please list all school further and higher educations, detailing where you attended, the dates from and to together with any examinations taken and grades achieved. | | | |
| **From (Year)** | **To (Year)** | **Name and Address of High School(s), College(s) and University(ies) attended** | **Grades/ Qualifications obtained and dates** |
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| **Other Training**  Please list any NQV’s or other relevant specialist qualifications obtained or training and short courses attended | | | |
| **Date Attended (Year)** | **Duration of course** | **Course Title or subject covered** | **Grade/ Level Obtained** |
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| **Previous Employment**  Please detail all previous roles, listing the most recent first, accounting for any breaks in employment. Please continue on a separate sheet if necessary. | | | | |
| **Date From** | **Date To** | **Job Title & Salary details** | **Name & Address of employer** | **Reason for Leaving** |
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| **Employment to be continued**  Please give details of any other employment to be continued alongside this role | | | |
| **Name of Employer** | **Job Title** | **Hours** | **Salary** |
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| **Supporting Statement** |
| **Please provide a detailed statement to support your application. We cannot stress too strongly how important it is for you to provide this as it does have considerable influence on who is shortlisted for interview. This is your chance to ‘sell’ yourself by expanding on your skills, experience and qualifications. Please include why you are applying for the position, what you feel you have to offer, how your training and skills are relevant or transferable to the role and a bit about yourself and your interests. You may wish to refer back to the Job Description and Person Specification. Please continue on an extra sheet if necessary.** |
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| **References** | |
| **Please give the names and details of two people you know in a professional context who are in a position to comment on your suitability as a candidate for this role, but who are not related to you. One should be your current or most recent employer. In providing this information you are giving us your express consent to approach them in either a written or verbal format or both.** | |
| **Referee 1** | |
| Name: |  |
| Job Title: |  |
| Occupation or relationship to you (e.g. line manager): |  |
| Email Address: |  |
| Address: |  |
| Phone number: |  |
| Can we contact this person prior to interview? | Yes/ No |
| **Referee 2** | |
| Name: |  |
| Job Title: |  |
| Occupation or relationship to you (e.g. line manager): |  |
| Email Address: |  |
| Address: |  |
| Phone number: |  |
| Can we contact this person prior to interview? | Yes/ No |

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| **Proof of Eligibility** |
| Under Section 8 of the Asylum and Immigration Act, we are required to check that all employees are eligible to work within the UK.  The documents you are required to supply will be detailed in an invite to interview should you be shortlisted together with the documents required to process a DBS application for you. |

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| **Disclosure of Convictions/cautions/warnings** | |
| Due to the nature of the work of The Benjamin Foundation with Children and Vulnerable Adults, the majority of positions are exempt from those provisions of the Rehabilitation of Offenders Act, 1974 that allows convictions to be regarded as ‘spent’. Furthermore, because the duties of the job may involve substantial access to children or vulnerable adults, any appointment is subject to a check of police records through the Disclosures and Barring Service.  All applicants must state whether they have any convictions, cautions or bind-overs on the DBS self-declaration. Any information given will be treated in the complete confidence. Declaration of a conviction, caution or bind-over will must be considered by the HR Manager but does not mean you will not be offered an interview or a job. However, failure to declare any convictions, cautions or bind-overs which subsequently come to light may lead to withdrawal of any offer of employment or to disciplinary action which may lead to dismissal. | |
| **Do you have any convictions, cautions or warnings? Please indicate one option by highlighting or circling** | I have none to declare |
| I have information to declare and have attached a sealed envelope with more information |
| **Do you hold a current DBS?** | Yes / No |
| **If Yes, are you signed up to the DBS update service?** | Yes/ No |
| **Have you ever been requested to attend a disciplinary hearing where a sanction or penalty has been imposed against you?** | Yes/ No |
| **Have you ever been the subject of a LADO or Safeguarding investigation? If yes please provide details** |  |
| **Are there any criminal or employment disciplinary proceedings pending against you?** | Yes/ No |

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| **Declaration** | | | |
| I understand that any offer of employment will be subject to the information on this application form being true and correct. I authorise The Benjamin Foundation to make any appropriate checks which may be necessary in relation to the vacancy, I have applied for. (False information, or a failure to supply all details required in the application form, could make an offer of employment invalid or lead to termination of employment) if deemed necessary. The Benjamin Foundation is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at hr@benjaminfoundation.co.uk  All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.  We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.  You will also be asked to provide equal opportunities information. This is not mandatory information – if you don’t provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.  We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.  We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.  We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.  The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it might affect your application if you don’t.  *Applicants applying electronically will be asked to sign their completed application form if invited to attend an interview*. | | | |
| Signed: |  | Date: |  |

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| If you have any questions about The Benjamin Foundation or the vacancy you are applying for, please contact us on [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)  Please send your completed application form, with your completed Equal Opportunities Monitoring form to  [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)  Or, if you would prefer to post your application, please send it to  HR Department, The Benjamin Foundation, 23-27 St Andrews Street, Norwich, Norfolk, NR2 4TP  Please always mark your application as Private & Confidential  Please note that if you send your application by email, it will be acknowledged, however, applications received by post are not. |