**Employment application form**

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| Position applied for: | Location: |
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| Where did you see this post advertised? |  |

| Personal details: |  |
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| First Name | Telephone (home) |
| Surname | Telephone (work) |
| Address | Telephone (mobile) |
|  | Email address |
|  | Tick box:  Female ☐ Male ☐ |
| Postcode | National Insurance Number |
| Are you legally entitled to work indefinitely in the UK? | Tick box:  Yes ☐ No ☐ |
| If your answer is no, please give details of your employment status: | |

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| Qualifications (most recent first) | | |
| Type of qualification  (GCSE, NVQ, Degree etc) | Date achieved | Where it was achieved |
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| Please provide details of any qualifications you are working towards. | | |
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| Training  Please give details of any relevant training you have received. |
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| Employment History | | | | | |
| Employer | Job Title | Brief description of role | Reason for leaving | From  - -/- -/- - | To  - -/- -/- - |
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| Please give details of any gaps in your Employment History |
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| Personal Statement | |
| Please explain how you fulfil each of the points on the Person Specification in the order they appear. If you wish, please add additional numbered sheets after this page up to a maximum of 4 typed A4 sides, or the hand written equivalent. | |
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| References | |
| Please provide full contact details of a minimum of two work related referees who can comment on your suitability for employment.   * References must cover all of your employment in the last three years and one referee must be your current or last employer. * If you have not been employed for all of the last three years and have been studying or volunteering then please provide the details for a referee from this. * If you have not been working, volunteering or studying for all of the last three years then please provide details for a character referee. This could be someone you know in a professional capacity e.g. a prior work colleague or community leader. Please contact the HR department to discuss references if necessary. * Referees must not be friends or relatives. * The Parenting Network reserves the right to contact any of your previous employers. | |
| Referee 1 | Referee 2 |
| Organisation | Organisation |
| Relationship to you | Relationship to you |
| Date from – to | Date from – to |
| Job Title | Job Title |
| Name | Name |
| Address | Address |
| Email | Email |
| Telephone | Telephone |
| Referee 3 | Referee 4 |
| Organisation | Organisation |
| Relationship to you | Relationship to you |
| Date from – to | Date from – to |
| Job Title | Job Title |
| Name | Name |
| Address | Address |
| Email | Email |
| Telephone | Telephone |

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| Recruitment of ex-offenders and DBS disclosures |
| The Parenting Network complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. The parenting Network undertakes not to discriminate unfairly against any person subject to a Disclosure on the basis of conviction or other information revealed.  This statement on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.  A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.  The Parenting Network will ensure that every applicant who is subject to a DBS Disclosure is made aware of the existence of the DBS Code of Practice, a copy of which will be made available on request.  The Parenting Network undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.  The Parenting Network wishes to assure all applicants subject to a DBS Disclosure that having a criminal record will not necessarily prevent them from being employed by us. Any decision to employ will depend on the nature of the position and the circumstances and background of any offences. |

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| If the role you are applying for requires a DBS certificate, please complete the declaration and agreement below: |
| Do you have any unspent convictions, cautions, reprimands or warnings?  Are you currently subject to criminal investigations or procedures?    Yes   No    Where a Disclosure is to form part of the recruitment process, The Parenting Network encourages all applicants called for interview to provide details of their criminal record prior to attending interview. The Parenting Network requests that this information is sent under separate, confidential cover to the Head of Human Resources and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.  Unless the nature of the position allows The Parenting Network to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.  The Parenting Network will ensure that those in The Parenting Network who are involved in assessing the relevance of a criminal conviction to a post have the skills and knowledge to do so. The Parenting Network will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.  The Parenting Network will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information about criminal convictions or other relevant non-conviction information immediately following a conditional offer of employment will normally lead to withdrawal of that offer.  The information disclosed will be treated as confidential and will only be seen by appropriate individuals involved in the recruitment process.  If there are significant discrepancies between the information declared and the information on the Disclosure received, it will be necessary for Family Action to consider whether or not to withdraw a conditional offer of employment. We will discuss any matter revealed with the candidate prior to making a final decision. |

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| Equality & Diversity Monitoring Form |
| The Parenting Network is committed to recruiting, retaining and developing a workforce that reflects diversity at all grades. It is vital that we monitor and analyse diversity information so that we can ensure our processes are fair, transparent, promote equality of opportunity and do not have an adverse impact on any particular group.  Please therefore complete the Equality & Diversity Monitoring survey found under the ‘Vacancies’ section of our website or it can be accessed by [clicking here](https://docs.google.com/forms/d/e/1FAIpQLSeOU4avu_WK8f1G8Icawv8QJOJQsgPM6EtdusrYfq7F7uYNhQ/viewform?usp=sf_link).  Equality & Diversity data will not impact your application as all data will remain confidential, kept separate from your application. |

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| Declaration of relationships with The Parenting Network employees |
| In order to mitigate against any potential conflicts of interest, we ask that you declare the existence of any close personal relationships with persons whom you know to be employed by The Parenting Network. This includes all familial relationships, friendships, current or former romantic partners, and any person living at the same address as yourself. This is not an exhaustive list and you should use your judgement to determine whether other personal relationships could reasonably be perceived as a potential conflict of interest.  Please specify the name and nature of relationship of any person(s) employed by The Parenting Network that you have a close personal relationship with: |

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| Declaration |
| Returning this form to The Parenting Network via email acts as your ‘email signature’ and signifies your agreement to the declaration below.  Please save this form using your name as the file name and send to the email address stated in the job advert.  Declaration  I confirm that the information I have given on this application form is a full and accurate record. I understand that the information will form part of any subsequent contract of employment and, if it is found to be false, I may be dismissed.  Signed: Date: |