



Session Worker Application Form

Post(s) Applying For:

Location:

Please state clearly which project or post(s) you are applying for and complete all sections.

Personal details

Forename:

Surname:

Preferred title:

E Mail Address:

Home Address:

Telephone Number:

May we, with discretion, phone you in the day? Yes/No

Name and Address of Referees

Please state the name and address of your two referees below. One of these should be your present employer or most recent employer if you are unemployed at present.

If you have been self-employed within the last 3 years, you may be requested to provide evidence of this such as trade or client references, or confirmation of this from bankers or accountants.

If you have been in full time education within this period, please provide a contact within the academic institution.

Relatives should not be named as referees.

Referees are normally asked for references before the interview of shortlisted candidates.

Can we take up references at this stage? YES/NO

Reference 1

Name:

Address:

Telephone no:

E mail:

Capacity in which known:

Reference 2

Name:

Address:

Telephone no:

E mail:

Capacity in which known:

Work History**Current or most recent employment:**

Post Title:	Date Appointed:
	Period of Notice Required:
	Leave Date and reason for leaving (if applicable)
	Salary:
Name and Address of Employer:	
Describe the main activities and responsibilities involved in this job and give some indication of your achievements. If you are not employed, describe any experience or achievements that you feel are relevant including voluntary, spare time or project work.	

Please list all other paid employment (please cover the past 3 years)

Name and Address of Employer	Job Title	Final Salary	Dates From/To	Reason for leaving

Education and Training

Please list all education and training you have undertaken and any qualifications gained.

Qualification/Course Title	Name and Address of Institution	Qualifications Obtained

Please tell us a little bit about yourself:

Please explain your interest in this post:

Please use this space to detail your knowledge of relevant local support services available to dads and their families:

Please use this space to detail three different examples of potential activities that if successful you could deliver at a Dadzclub Super Saturday Group:

1.

2.

3.

Please give details of personal qualities, knowledge, skills, interests and hobbies that you feel have relevance to this position:

I confirm that the entries I have made on this form are, to the best of my knowledge and belief, true in all aspects, I understand that, should I have deliberately made a false statement on this, my future employment by The Parenting Network will be at risk.

Signed:

Date:

Once complete, please return the application to matt@theparentingnetwork.co.uk or send to: The Parenting Network, The Portsmouth Guildhall, Guildhall Square, PO1 2AB.

Criminal Convictions and Cautions

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children and/or young people/young adults. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?” YES/NO

If **YES**, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked confidential and forward to Matt Foster, The Parenting Network, The Portsmouth Guildhall, Guildhall Square, PO1 2AB or email marked in the subject line as confidential to matt@theparentingnetwork.co.uk. This will not be opened unless you have been offered a role within The Parenting Network.

PLEASE NOTE:

- If your application is successful, you will be required to undergo an **Enhanced Disclosure** process through the **Disclosure Barring Service (DBS) (unless you do not meet the regulated activity guidance where other checks will be necessary)** . This will require you to complete an online CRB application and to provide a range of documentary evidence of your identity and address.
- The existence of criminal convictions will not necessarily be a bar to employment but will be assessed on an individual basis. A criminal record regarding offences against children is likely to bar you from employment from The Parenting Network.
- Any criminal record information arising out of the disclosure process will be discussed with the Chief Executive (or nominated person) and you will be informed of the outcome of this discussion.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children/young people if you are excluded from such work by virtue of a court order or exclusion by the DfE or DoH.**

Further information

Do you hold a full UK driving licence YES/NO

Would you have the use of a car for work: YES/NO

Do you require a work permit: YES/NO

National Insurance Number:

Signature of Candidate: