|  |  |
| --- | --- |
| **Employment Application Form** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Personal Information** | | | | | |
| Title: | Forename(s): | | | Surname: | |
| Known as: | | | | | |
| Any previous names by which you have been known: | | | | | |
| Date of Birth: | | | | | |
| Home Address:  Postcode: | | | | | |
| Daytime Tel No: | | Mobile Tel No: | | | Evening Tel No: |
| Email Address: | | | | | |
| **2. Education, Training & Qualifications Information**  Please give details of any relevant training and qualifications which you feel equip you to work with children, young people and/or vulnerable adults. Please include dates. | | | | | |
|  | | | | | |
| **3. Employment & Voluntary Work Experience**  Please provide a full history (with dates wherever possible) of any previous experience you may have; especially in roles that included looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary. | | | | | |
|  | | | | | |
| **(4. Church Involvement (if applicable))**  Please provide a full history (with dates wherever possible) of your church involvement (current and previous). **You only need to fill in this section if you have been specifically asked to do so for the role that you are applying for.** | | | | | |
|  | | | | | |
| **5. Why do you want to work here?**  Please tell us why you want to work at The Dove Café, what relevant skills and experiences do you think you’d bring to the role, especially working in an environment with children, young people and vulnerable adults? | | | | | |
|  | | | | | |
| **6. Health Information**  Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake your duties safely. | | | | | |
|  | | | | | |
| **7. References**  At least 2 references will be sought using the information provided at sections 3 & 4 above. Please also provide details of referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied’, ‘to whom it may concern’ and verbal references will not be accepted. | | | | | |
| Referee 1 Name: | | | Address (including postcode): | | |
| Telephone No: | | |
| Email Address: | | |
| In what capacity do you know this person? | | | | | |
| Referee 2 Name: | | | Address (including postcode): | | |
| Telephone No: | | |
| Email Address: | | |
| In what capacity do you know this person? | | | | | |
| **8. Declaration** | | | | | |
| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role.  I understand that any offer of appointment to a role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated in the job/role description. | | | | | |
| Signed: | | | Print Name: | | |
| Date: | | |