



**APPLICATION FOR EMPLOYMENT
CONFIDENTIAL**

Applicant's name

Title of post applied for

Date



Dear Applicant,

Thank you for your interest in applying for this vacancy and coming to work at The RISE Trust. We are wholeheartedly committed to our mission in that through “unconditional love, commitment & passion we seek to enable all children, young people and adults to be the best they can be.”

Here is some information that you may find helpful when completing your application.

This post involves working with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. You must, therefore, declare details of any cautions, criminal convictions, reprimands and final warnings given by the police, and any proceedings being instituted against you. With some exceptions, possession of a criminal record should not in itself, debar appointment to a post. **If your application is successful, you will be required to undertake an Enhanced DBS check and/or other pre-employment checks.** These will be discussed with you at interview. In the meantime, please complete and return the Declaration for Job Applicants. Please note that all information provided will be treated in confidence.

Please complete **Section 11** of the **Disclosure & Barring Service** sheet within the application form and sign the declaration. **If applicable, please give details of all offences, penalties and dates on the page marked Criminal Record in the application form, tear off the page and place in a sealed envelope, marked confidential, for the attention of The Chief Executive Officer.** This should be returned with your completed application form. You can include your CV but must also complete all sections of the application form.

We would also like to stress that The RISE Trust has a policy of interviewing all applicants who are disabled and who meet the shortlisting criteria. If this applies to you please ensure that you indicate this in the appropriate section of the application form.

Please return the completed application form to the address below before the closing date. If you have not heard from us within 4 weeks of the closing date, I regret that on this occasion you will not have been shortlisted.

I look forward to receiving your completed application.

Yours sincerely,

Lynn Evans
Chief Executive Officer

Please return to:
Personnel Department
Spring Rise Children’s Centre
Frogwell
Chippenham
Wiltshire
SN14 0DH

or via email to:
risepersonnel@therisetrust.org

The Rise Trust – The Oaks – Chippenham – Wiltshire – SN15 1DU – Tel: 01249 463040
Limited by Guarantee – Reg no: 5662408 Charity no: 1114446

Guidance for completion of the application for employment form

Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information. If you want to complete it by hand, please use black ink.

Qualifications and training

- As some jobs require no formal qualifications, do not be put off if you have nothing to write in this section.
- As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
- Include all qualifications and training which may be part-time as well as full-time.

Employment experience

- The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record.
- Alternatively, some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

Relevant experience

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification for the job.
- The job description outlines the main duties of the post, the skills, experience, qualifications and competencies necessary to carry out these tasks.
- Here it is essential to relate your experience to the information given in both these documents by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified on the person specification which will allow you to demonstrate your suitability for the position you have applied for.
- You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

References

- As a community charity, safeguarding and protecting children and vulnerable adults is an integral part of our work. We are rigorous in our reference checks for this reason.
- Verbal **and** written references will be obtained for all posts **before** interview if shortlisted, in accordance with safer recruitment guidelines.
- Please ensure you give references that cover at least the last five years of employment including one from your current line manager.
- If you are unemployed, include your last employer, and if you have worked in a voluntary or unpaid capacity e.g., as a member of a Parent Teachers Association, you could include the chair of the committee among your references.

Criminal Record

With some exceptions having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you at interview.

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification & Declaration as follows:

- If the post you are applying for is not exempt from the Rehabilitation of Offenders legislation, e.g. jobs that do not involve working with children, you must declare only 'unspent' convictions.
- If the post is exempt from the Rehabilitation of Offenders legislation, you must declare all convictions, cautions, reprimands, or final warnings on your criminal record, both spent and unspent. Successful candidates will also be asked to consent to an Enhanced Disclosure via the Criminal Records Bureau or Disclosure Scotland or, in Northern Ireland, a POC check before employment commences.

The covering letter will explain which section applies to you. The details of any criminal record should be noted on the page marked Criminal Record/Disqualification/Other, which should be removed from the application form and returned in a sealed envelope marked with your name and 'criminal record/other'. Any information declared will be kept confidential and in line with data protection principles.

Disqualification from working with children or vulnerable adults

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified on the page marked Criminal Records, Disqualification & Declaration.

Disqualification can occur through a number of routes:

- being on a disqualification list, eg List 99, POCA List, National Assembly of Wales List, DWCL Scotland, DWC (NI) List, Department of Education (NI)
- being subject to a Disqualification Order
- under Disqualification from Caring for Children and Day Care Childminding Disqualification legislation (separate form enclosed)

Commitment to disabled people: Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.

Support and assistance: We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please contact us if you need any assistance in completing the application form or if you need information in an alternative format.

Returning the form

- Please keep a copy of the form. The interview will include questions about information given.
- Please return your completed application form to The Rise Trust address at the front of this pack, by the closing date, via post or email. If it arrives late, we may not be able to consider you.
- Remember we are only able to measure your suitability from the information you provide.
- If you require any further advice on any of the above, please phone or email the recruiter named in the attached letter.
- All applications received are dealt with in accordance with the requirements of the Data Protection Act 1998 and 2003 and the General Data Protection Regulation 2018.

1. Personal Details

First name/s:	Last name:
Known as:	Title (e.g. Mr, Mrs, Miss Dr, etc):
Previous surname/s (if applicable):	National Insurance number:

Contact information:	
Email address:	Term time telephone number:
Home telephone number	Mobile telephone number:

Address:	
House name/number:	Street name:
Town/city:	County:
Postcode:	

2. Qualifications and training

Dates		Secondary School, College, University, training organisations	Qualifications	Subject	Grade obtained
From	To				

Membership of Professional Bodies (e.g. Scottish Social Services Council, General Social Care Council, General Teaching Council)					
Name:			Membership/ status:		
Renewal date:			Number:		

3. Employment history / experience:

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment, travel etc. in Section 4 if needed. (If you have additional previous employment, please give details on a separate sheet using the same format)

Dates employed from – to (month/year)	Employer name, address, email, phone number and nature of business	Job Title/s and brief description of duties	Current salary or final salary (for last post only) and reason for leaving

4. Gaps in your employment

Please provide information of any gaps in employment (verification of employment gaps will be required if an offer of employment is made)

From month/year)	To (month/year)	Reason

5. Relevant experience

Please tell us how your experience, skills and qualifications meet the requirements of the job description and person specification. Please focus your response on the abilities and/or competencies required for the role giving evidence of your experience to date (maximum of 2 A4 sheets). The information you provide will be a basis for shortlisting.

6. References

Please ensure that you give a minimum of two references which cover **at least the last 5 years of your employment**. The **first** of your references **must** be your **present employer/ most recent and your relevant line manager**. If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. Please note that The RISE Trust reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you. You may also provide the name of a personal referee as well as your employment references if you wish. We highly recommend that your named personal referee is aware of the possibility that they will be asked to supply a reference.

CURRENT EMPLOYER/ MOST RECENT	
Name:	
Job title:	
Organisation/ Address (in full):	
Please include the Postcode	
Telephone number:	
E-mail Address:	
Capacity in which you are known to this person:	

PREVIOUS EMPLOYER	
Name:	
Job title:	
Organisation/ Address (in full):	
inc Postcode	
Telephone number:	
E-mail Address:	
Capacity in which you are known to this person:	

PREVIOUS EMPLOYER	
Name:	
Job title:	
Organisation/ Address (in full): inc Postcode	
Telephone number:	
E-mail Address:	
Capacity in which you are known to this person:	

PREVIOUS EMPLOYER / PERSONAL REFEREE* (delete as appropriate)	
Name:	
Job title:	
Organisation/ Address (in full): inc Postcode	
Telephone number:	
E-mail Address:	
Capacity in which you are known to this person:	

*For all posts we will ask your referees for comments on your suitability for the post and for employment referees we will request details on attendance, sickness levels and salary.

Notice period – if appointed how soon could you join us?

7. Disabled people

Under the Equality Act 2010 a person has a disability if she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to-day activities.

The RISE Trust has a policy of interviewing applicants who have a disability and who meet the essential short-listing criteria. In order to ensure that this happens, please can you complete the following (delete as appropriate):

Do you consider yourself to have a disability? **Yes** **No**
(please see the guidelines for completing the application form)
If yes please give details:

If the answer to the above is yes, are there any reasonable adjustments that need to be made, should you progress beyond this stage? **Yes** **No**
If yes please give details:

8. Religion

The RISE Trust is a Christian Charity and employs some practicing Christians.

Do you consider yourself to be a practicing Christian? **Yes** **No**
If yes please give details:

9. Additional information

	Yes	No
Do you have a valid UK/European driver's licence?		
Do you have regular access to the use of a car, if this post involves travel?		
Do you have another means of getting to work/client locations if the role is a mobile one?		
Have you got the right to work in the UK?		
Do you require a work permit?		
The working time regulations place a maximum limit on weekly hours worked. Will you continue in any other employment, should you be offered this appointment? If yes please state how many hours a week and in what capacity		
Entitlement to work in the UK All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – do you have any restrictions that apply to you? *if yes – please give details of any restrictions		

Where did you see the vacancy advertised? (Please select the appropriate box)

Location	X
Council Website	
The Rise Trust website	
Local Newspaper	
National Newspaper	
Vacancies Bulletin	
Professional Journal	
Job Centre	
Internet	(Please give details)
Other	(Please give details)

10. EQUAL OPPORTUNITIES MONITORING FORM - CONFIDENTIAL

The RISE Trust is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their ethnic origin, gender, age and whether they have a disability. The information is confidential and is not seen by the selection panel. It will also only be used to monitor our recruitment and selection process. Using this information we can work to ensure that no-one experiences unfair discrimination. Our ethnic categories reflect national census categories. You are therefore asked to complete this section and to tick the relevant boxes below.

NAME:

POST APPLIED FOR:

DATE OF BIRTH:

ETHNICITY – How would you describe your ethnic origin?	Please select one from the list	x
Asian, Asian British, Asian English, Asian Scottish, Asian Welsh	Bangladeshi Indian Pakistani Any other Asian background (please specify) -	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Black, Black British, Black English, Black Scottish, Black Welsh	African Caribbean Any other Black background (please specify) -	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Ethnic group	Chinese Any other ethnic background (please specify) -	<input type="checkbox"/> <input type="checkbox"/>
Mixed	White & Asian White & black White & Black Caribbean African Any other mixed background (please specify) -	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
White	British English Scottish Welsh Irish Irish traveller Any other white background (please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gender	Male Female	<input type="checkbox"/> <input type="checkbox"/>
Marital status	Married Divorced Separated Single Widowed Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

11. DISCLOSURE AND BARRING SERVICE DECLARATION

(Please refer to the letter at the start of this pack before completing below)

Disciplinary, Criminal records and Regulatory Body Sanctions	
Are you subject to any current outstanding disciplinary action or legal proceedings?	Yes No
If yes please give details	
Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')?	Yes No
Detail of Declaration of Criminal Convictions If above is yes please give details	
Are you subject to any sanctions imposed by a regulatory body eg. GSCC, NISCC, SCCC, CCW, GTC?	Yes No
If yes please give details	

Disqualification from working with children or vulnerable adults	
Are you disqualified from working with children or vulnerable adults?	Yes No
If yes please give details	
Are you included on the Disclosure and Barring Service (DBS) Children's Barred List?	Yes No
Have you been found to have committed certain violent/sexual criminal offences?	Yes No
Are you subject to certain orders in relation to the care of children eg had a child in their care placed under a care order?	Yes No
Have you been refused or has had cancelled registration relating to childcare, or children's homes, or has been prohibited from private fostering?	Yes No

Have you been found to have committed an offence overseas (which would constitute an offence if it had been done in any part of the UK)?	Yes	No
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Enhanced disclosure		
Are you aware of any police enquiries undertaken following allegations made against you that may have a bearing on your suitability for the post?	Yes	No
Detail of Declaration of Criminal Convictions If above is yes please give details		

Declaration – to be completed by ALL applicants

<p>I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.</p> <p>I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to The RISE Trust holding and processing this information.</p> <p>Unsuccessful applicant details will be retained for 6 months after notification and then destroyed. If you do not wish The RISE Trust to retain your information, please tick here. <input type="checkbox"/></p>
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Signature _____ **Date** _____

Thank you for answering these questions.



The Rise Trust – The Oaks – Chippenham – Wiltshire – SN15 1DU – Tel: 01249 463040
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