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**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| **Applicant’s name** |  |
|  |  |
| **Title of post applied for** |  |

|  |  |
| --- | --- |
| **Date** |  |



Graphical user interface, application, Word

Description automatically generated“Through unconditional love, commitment & passion we seek to enable all children, young people and adults to be the best they can be.”

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

Limited by Guarantee – Reg no: 5662408 Charity no: 1114446

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.”

The RISE Trust is a Christian community charity which is totally diverse and inclusive. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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. The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website*.*  **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 9** 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 meet the shortlisting criteria.

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*](mailto:risepersonnel@therisetrust.org)

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1. **Personal Details**

|  |  |
| --- | --- |
| First name/s: | Last name: |
| Known as: | Title (e.g. Mr, Mrs, Miss, Dr, Mx etc): |
| Preferred pronoun: |  |
| 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: | |

1. **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:  Renewal date: | | | Membership/ status:  Number: | | |

1. **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 abilitiesand/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.

|  |
| --- |
|  |

1. **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. **In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.**

|  |  |
| --- | --- |
| **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? |  |

1. **Equal Opportunities**

In line with the Equality Act 2010, The RISE Trust is committed to achieving equality of opportunity and continually monitors the effectiveness of its Equality, Diversity and Inclusion 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. If you are happy to provide this information, please complete Appendix 1 and send in separately to the Application Form.

Please tell us if there any reasonable adjustments that need to be made to enable you to carry out the role effectively should you progress beyond this stage.

Please give details:

|  |
| --- |
|  |

1. **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) |

**9.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 |  | |
| 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** |

|  |  |  |
| --- | --- | --- |
| **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**

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.

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.

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.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thank you for answering these questions.**