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| **Office Use Only** | Date Received |  |
| Date Acknowledged |  |
| Interview Date |  |

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| **Position Applied For:** |  |

**PERSONAL DETAILS**

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| --- | --- | --- | --- |
| **Surname** |  | **Forenames** |  |
| **DOB** |  | **NI Number** |  |
| **Address** |  | | |
| **Postcode** |  | **Email** |  |
| **Tel Mobile** |  | **Tel Home** |  |
| **Do you have a full current driving licence?** |  | **Any convictions / points** |  |

**Do you have any disability / health problems which may require special arrangements for the interview process?**

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| **Do you have Pre-Settled or Settled Status, in order to work and live in the UK?**  **(Only answer if applicable to you)** | Yes | No |

**Please indicate where you learnt of this position:**

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**EDUCATION / TRAINING / QUALIFICATIONS**

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| --- | --- | --- |
| **Name & Address of Secondary / College / University** | **Dates From / To**  **(please provide MM / YYYY)** | **Qualifications / Grades Achieved** |
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**EMPLOYMENT HISTORY**

Please provide a full employment history since leaving full time education. Please account for any gaps in your employment record as incomplete employment history may result in your application being delayed. Anderida Adolescent Care reserves the right to contact any of your previous employers.

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| **Name and Address of Current / Most Recent Employer:** | | | |
| **Job Title & Duties:** | | | |
| **Date of Appointment** |  | **Salary** |  |
| **Notice required or end date if no longer employed**  **(If no longer employed reason for leaving)** |  | | |

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| **Employer** | **Employed From / To**  **(Please provide MM / YYYY)** | **Job Title & Duties**  **(Please include reason for leaving)** |
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*Please continue on an additional sheet if necessary.*

**REFERENCES**

We require two professional references, one being your current / most recent employer. References from partners, friends or family members are not acceptable. Please note, following interview references will be requested, as laid out in our recruitment procedure. We reserve the right to contact any previous employer for a reference.

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| **Name** |  | **Name** |  |
| **Position Held** |  | **Position Held** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
| **Tel No** |  | **Tel No** |  |
| **Email** |  | **Email** |  |

**SAFEGUARDING**

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| **Have you ever been disqualified from working with children?** |  |
| **Has your conduct in relation to children ever been a cause for concern or investigation?** |  |
| **Is there anything that you are aware of that would make you unsuitable to work with children and young people?** |  |
| **If you answered yes to either of these questions, please provide details:** | |

**SAFEGUARDING – PREVIOUS CONVICTIONS**

**IMPORTANT INFORMATION**

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| ***Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. We offer you this opportunity to declare ALL convictions, cautions, reprimands, or final warnings (no matter what the offence or how long ago it occurred) which may show up on your DBS.***  ***If you would like to email these separately to this application form or hand these in a sealed envelope, please do so - any information given will be completely confidential.***  ***NB: A conviction is not necessarily a bar to obtaining a position. However, if it is found that an applicant failed to disclose any relevant information at the point of Formal Interview, Anderida reserve the right to withdraw any offer of employment.*** | | |
| **Do you have any previous Safeguarding Convictions** | ***Yes*** | ***No*** |
| **If you answered yes, please provide details:** | | |

**SUPPORTING INFORMATION / PERSONAL STATEMENT**

Please use the space provided to tell us about yourself and what qualities / skills / experience, etc. you feel that you could bring to Anderida.

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*Please continue on a separate sheet if necessary.*

**ETHNIC ORIGIN**

The information submitted on this form is used to monitor the effectiveness of the organisation’s Equal Opportunities Policy, at no time is it used as part of the selection process for interview or appointment and will only be used for the purposes of providing statistical returns within the organisation.

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| **Asian or Asian British - Bangladeshi** |  | **Mixed – White & Black African** |  |
| **Asian or Asian British - Indian** |  | **Mixed – White & Asian** |  |
| **Asian or Asian British - Pakistani** |  | **Mixed – White & Black Caribbean** |  |
| **Other Asian Background** |  | **Other Mixed Background** |  |
| **Black or Black British - African** |  | **White - British** |  |
| **Black or Black British - Caribbean** |  | **White - Irish** |  |
| **Other Black Background** |  | **Other White Background** |  |
| **Chinese** |  | **Other Ethnic Background** |  |

**INTERVIEW DATES / SPECIAL REQUIREMENTS**

Please indicate any dates that you are **not** available for interview.

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**WERE YOU RECOMMENDED THE POSITION BY SOMEONE AT ANDERIDA?**

We offer rewards to staff for finding us great additions to the team. If this is the case, please let us know who spoke to you about the role and encouraged you to apply:

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**DECLARATION**

I declare that the information given in this application is true to the best of my knowledge. I understand that giving false information may lead to my application being withdrawn or, should I be employed, disciplinary proceedings being implemented.

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| **Signed** |  |
| **Date** |  |