## Application Form In Confidence

**IMPORTANT:** **This form must be completed in full**. You have recently applied to become a Sessional Worker with The Children’s Family Trust (CFT) and have been invited to attend an interview. You may have already supplied a CV, but please complete this form and return it to Sharon Long, HR Manager [sharon.long@thecft.org.uk](mailto:steve.williams@thecft.org.uk) .

|  |  |  |  |
| --- | --- | --- | --- |
| Application for the post of: | | | |
| Full name: | | | |
| Permanent address  Postcode: | | Telephone | Home: |
|  | Work: |
|  | Mobile: |
| Email: |  |
| \* DBS online update service no. | Issue Date: | | |
| \* Any professional registration no. (HCPC) | | | |

# Present/latest Employment

|  |  |
| --- | --- |
| Current Position: | |
| Employer: | |
| Current Compensation: | Notice Period: |
| Joined: | Left: |

|  |
| --- |
| Describe briefly your current (and any prior) responsibilities within this organization: |

**Previous Employment** (continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Joined | Left | Position/s held |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Time Unaccounted For**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give details of any time not already accounted for above (including unemployment): | | | |
|  | September 2004 | November 2004 | Overseas travel to Australia |
|  |  |  |  |

**Education, Training and Qualifications including professional qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School / College /University Attended | From – To | Qualifications Obtained | Date Obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Current Membership of Professional Organisations:**

|  |
| --- |
|  |

**Convictions / Cautions / Disqualifications**

|  |
| --- |
| **Explanatory Note**  This post is ‘exempted’ under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you **must** provide details about any and all convictions, cautions and bind-overs regardless of their status or date. This includes all which could otherwise be considered as ‘spent’. Failure to do so may result in the withdrawal of any job offer or dismissal from any job offered in relation to this application form. |
| I have a conviction, caution, bind-over or disqualification and I attach an additional sheet providing details and dates of all convictions, cautions, bind-overs and qualifications:  I do not have any convictions, cautions, bind-overs or disqualifications  I have current penalty points on my driving license: |

**Supporting Information**

Please explain how your skills, abilities, experience and achievements to date would make you a suitable candidate for this post. Please refer to the criteria set out in the person specification and job description in completing this section. (Please use additional sheets if necessary)

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# References

All appointments are subject to receipt of satisfactory references. Please give details of **two** references, one being your current or most recent employer and the other a previous employer.

|  |  |
| --- | --- |
| Name, Position and Employer: | Name, Position and Employer: |
| Address:  Postcode: | Address:  Postcode: |
| Tel: | Tel: |
| Email: | Email: |

**12. Signature**

|  |  |
| --- | --- |
| I declare the information I give is, to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I have been appointed, that I may be dismissed for withholding relevant details or giving false information.  \* If offered a Sessional Contract I also give my consent to The CFT completing the required checks (HCPC and DBS checks). Please Note: All Sessional Workers are responsible for providing a relevant DBS online service check. The CFT will require your DOB in order to check your online DBS. | |
| Signature | Date: |