**GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM**

We consider who to shortlist on the basis of the information provided on the application form; it is therefore important that you read the following notes carefully before completing it.

**EQUAL OPPORTUNITIES**

EBED/EBU is an equal opportunity employer. Our policy is to ensure that all job applicants and employees are treated fairly and without discrimination based on any protected characteristic. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits, skills and abilities. All employees are given equal opportunities and, where appropriate, reasonable adjustments are made and special training given to enable individuals to succeed within the organisation.

**SHORTLISTING**

When shortlisting, we will be looking for evidence that you have the knowledge, experience and skills to do the job as detailed in the person specification and job description. These provide the criteria against which your application will be assessed.

**You must fill in the application form and are requested NOT to submit a curriculum vitae.**

You will be invited to attend for interview if, at shortlisting, it is clearly shown that in competition with other applicants, you satisfy these requirements.

**PERSONAL DETAILS**

You are not required to state your date of birth; however, you are asked to state your national insurance number so that if we have two candidates with the same name, this number is a unique reference; it also acts as a means of identification of eligibility to work as required under the Asylum Act.

**REFERENCES**

Please give the name of two referees, one of whom should be your present or most recent employer.

Please note that on the application form we do request the facility to contact any of your previous employers to seek a reference. References will not normally be taken up unless a provisional offer has been made. Any offer of employment will be subject to receipt of satisfactory references.

**EMPLOYMENT HISTORY**

You are required to account for your entire employment history since leaving full time education. Any gaps must be accounted for to comply with Safer Recruitment.

**REASONS FOR APPLYING FOR THE POST**

Please use this section to relate your skills and experience to the particular requirements of the post. Give specific examples relating directly to the requirements of the role wherever possible.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

You will be required to undertake an enhanced DBS check as your post involves regular unsupervised access to young people or adults at risk. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. The office will need to have sight of your original document. If required, any offer of employment will be subject to receipt of a satisfactory DBS check.

**PROBATIONARY PERIOD**

If successful, your employment will be subject to a six month probationary period, commencing on your starting date, at the end of which you will be confirmed into the post subject to satisfactory conduct and work performance.

**REASONABLE ADJUSTMENTS**

Please complete this section if you consider you need additional support from EBED in order to fulfil the duties of the post or indeed in order to attend interview.

**ADDITIONAL INFORMATION**

EBED will always acknowledge receipt of applications.

A firm written offer will be made to successful candidates after receiving DBS checks and references. It is advisable that candidates wait until the receipt of a firm written offer rather than an offer subject to receipt of references, before handing in their notice at their present employment.

Your completed application form should be saved as a pdf document and submitted to:

[**richard.croot@ebedcio.org.uk**](mailto:recruitment@stepping-stone.org.uk)

**A green diamond with red and black text

Description automatically generated**

**Application Form**

**You must complete all sections of the Application Form in black ink or electronically. This form will help us decide if you are suitable for the post so please make sure it is accurate and complete. Curriculum Vitae will not be accepted. Guidance Notes are attached to help you complete the form.**

|  |  |
| --- | --- |
| Position applied for: | Closing date: |
| Where did you learn of this vacancy? | |

**Personal Details and Contact Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | Surname: | |  | First names: | |  |
| Please also provide details of any former names (if applicable): | | | | | | | | |
| Home Address: | | | | Daytime Telephone No: | | |  | |
| Evening Telephone No: | | |  | |
| Mobile No: | | |  | |
| E-mail: | | |  | |
| Post Code: | |  | | National Insurance No: | | |  | |

**Entitlement to work in the UK**

|  |
| --- |
| The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ someone who is not entitled to work in the UK. All applicants will be asked to provide documentary evidence of their right to work in the UK.  Are there any restrictions on your right to work in the UK? Yes**\*** No  \*If yes – please give details of the restrictions: |

**References**

Please provide details of two referees who can comment on your suitability for this post. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you have not worked or volunteered previously, then please give details of an educational official.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1 (current or most recent employer)** | | **Referee 2** | |
| Can we contact prior to interview? (Y / N) | | Can we contact prior to interview? (Y / N) | |
| Name: | | Name: | |
| Relationship to applicant: | | Relationship to applicant: | |
| Position: | | Position: | |
| Employer/University/College Name: | | Employer/University/College Name: | |
| Address: | | Address: | |
| Post Code: |  | Post Code: |  |
| Telephone No: |  | Telephone No: |  |
| E-mail: |  | E-mail: |  |

**Current Employment** (or last employment if not currently employed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer Name: |  | | | | |
| Employer Address: |  | | | | |
| Post Title: |  | | | | |
| Start date (mm/yyyy): |  | | End date (mm/yyyy): (if applicable) |  | |
| Please give a brief description of current duties, responsibilities and achievements: |  | | | | |
| Reason for leaving this post: |  | | | | |
| What is your contractual period of notice? |  |  | | |  |

**Previous Employment** (please list your full employment history - continue on an additional sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of Employer | Job Title and brief summary of main responsibilities | Start Date (mm/yyyy) | End Date (mm/yyyy) | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Gaps in Employment**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length (continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| Dates from:  (mm/yyyy) | Dates to:  (mm/yyyy) | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Education**

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary and Further Education (please list in chronological order) | Level | Subjects | Grade/  Result | Year  Obtained |
|  |  |  |  |  |

**Other training and development (including professional, vocational or job related training)**

|  |  |
| --- | --- |
| Title and brief description of course | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Membership of Professional Associations or Statutory Body**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organisation Name | Level of Membership/Role/Registration No. (if applicable) | | | Registration Date | | |
|  |  | | |  | | |
|  |  | | |  | | |
|  |  | | |  | | |
| Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. \*If Yes – please provide details in a sealed envelope and attach with this form | | Yes\* |  | | No |  |

**Voluntary Work etc.**

|  |
| --- |
| Please give brief details of any experience not related to paid employment in the UK or overseas which you feel is relevant to the post you are applying for. Please also give details of any relevant social skills you may possess. |

**Reasons for applying for this post**

|  |
| --- |
| This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for:  Please continue overleaf if necessary…… |

**Reasons for applying for this post cont’d….**

|  |
| --- |
| Please use additional sheets (if necessary) and attach to this form |

**Additional Information**

|  |  |  |
| --- | --- | --- |
| Are you licensed to drive a | Private Car |  |
| Please confirm whether this will be your only employment? | | | | Yes | |  | No\* | | |  |
| \* If no, provide details including days and hours worked and whether full- or part-time: | | | | | | | | | | |
| Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment? | | | | Yes \* |  | | | No |  | |
| Have you been dismissed from any previous employment? | | | | Yes \* |  | | | No |  | |
| \* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):  ***If you are short-listed for interview the panel will discuss this with you and your current or previous employers.*** | | | | | | | | | | |
|  | | | | | | | | | | |

**A) Safeguarding Declaration**

|  |
| --- |
| it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with adults at risk, children or young people * I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.   Signed: Print Name:  Date: |

1. **Enhanced Disclosure and Barring Service (DBS) Check:**

This post requires “regulated activity” with young people and is subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. If you are successful in applying for a post of this nature, we will ask the DBS for a check as we cannot employ someone without one. The position for which you are applying involves regular unsupervised contact with children or adults at risk, and it is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of any offence, been bound-over, or given a caution? (see notes above)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details in the space provided below. The information you provide will be treated in confidence.***  ***Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). SSP’s policy on the recruitment of ex-offenders complies with the DBS Code of Practice and meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.*** |
| **Are you currently the subject of any police investigations following allegations made against you?**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details in the space provided below. The information you provide will be treated in confidence.*** |

**C) General Declaration** (all applicants):

|  |
| --- |
| I understand that to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution   Signed: Print Name:  Date: |

|  |
| --- |
| **PLEASE RETURN THIS FORM VIA EMAIL TO**: richard.croot@ebedcio.org.uk |

**Data Protection**

In accordance with the General Data Protection Regulation 2018, this organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. **We will keep application forms of unsuccessful candidates for six months in case other suitable vacancies occur – please inform us at** [**richard.croot@ebedcio.org.uk**](mailto:recruitment@stepping-stone.org.uk) **if you would not like your application form to be retained for this purpose.**

|  |
| --- |
| **Disability:**  The Disability Discrimination Act defines disability as 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.  Do you consider yourself to be disabled? Yes No  If Yes what is the nature of your disability?    We will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a vacant post and consider them on their skills and experience.    Signature Print name in full |