**FAMILY FIRST FOSTERING**

**APPLICATION FOR EMPLOYMENT**

You are strongly recommended to read all enclosures and guidance notes before completing the Application Form.

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| **PLEASE AFFIX A RECENT PASSPORT SIZE PHOTO OF YOURSELF HERE** |
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| **JOB TITLE** | |
| **JOB TITLE:** |  |
| **CLOSING DATE:** |  |

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| **PERSONAL DETAILS** | | | | | | |
| **TITLE** | | |  | | | |
| **SURNAME** | | |  | | | |
| **FORENAME(S)** | | |  | | | |
| **PREVIOUS SURNAME**  (if applicable) | | |  | | | |
| **NATIONAL INSURANCE NUMBER** | | |  | | **DATE OF BIRTH** |  |
| **HOME ADDRESS** | | |  | | | |
| **POSTCODE** | | |  | | | |
| **HOME PHONE** |  | | | **MOBILE PHONE** |  | |
| **EMAIL ADDRESS** | |  | | | | |
| **PREVIOUS ADDRESS**  IF YOU HAVE LIVED AT YOUR ADDRESS FOR LESS THAN 12 MONTHS | |  | | | | |
| **POSTCODE** | |  | | | | |

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| **DO YOU REQUIRE A WORK PERMIT FROM THE IMMIGRATION AND NATIONALITY DEPARTMENT OF THE HOME OFFICE TO TAKE UP EMPLOYMENT IN THE UK?** | YES  NO |

*If you are successful you will be required to provide evidence prior to your appointment*

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| **CURRENT OR MOST RECENT EMPLOYER** | | | | |
| **COMPANY NAME** |  | | | |
| **ADDRESS**  **POSTCODE** |  | | | |
| **JOB TITLE** |  | | | |
| **DEPARTMENT** |  | | **GRADE** |  |
| **FULL TIME/PART TIME** |  | | **SALARY** |  |
| **DATES OF EMPLOYMENT** | **From** |  | **To** |  |
| **TYPE OF EMPLOYMENT** |  | | | |
| **MAIN DUTIES** |  | | | |
| **NOTICE REQUIRED** |  | | | |
| **REASON FOR LEAVING** |  | | | |

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| **PREVIOUS EMPLOYMENT (PAID)**  PLEASE GIVE DETAILS OF YOUR EMPLOYMENT HISTORY STARTING WITH THE MOST RECENT | | | | | | | | | | | | | | |
| **EMPLOYER NAME** | **ADDRESS** | **DATES EMPLOYED** | | | | | **TYPE OF EMPLOYMENT** | | **FULL TIME / PART TIME** | | **JOB TITLE** | | | **REASON FOR LEAVING** |
| **FROM** | | | **TO** | |
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| **PREVIOUS EMPLOYMENT (PAID) CONTINUED**  PLEASE GIVE DETAILS OF YOUR EMPLOYMENT HISTORY STARTING WITH THE MOST RECENT  AND  EXPLAINING ANY GAPS IN EMPLOYMENT | | | | | | | | | | | | | | |
| **EMPLOYER NAME** | **ADDRESS** | **DATES EMPLOYED** | | | | | **TYPE OF EMPLOYMENT** | | **FULL TIME / PART TIME** | | **JOB TITLE** | | | **REASON FOR LEAVING** |
| **FROM** | | | **TO** | |
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| **GAPS IN EMPLOYMENT**  PLEASE GIVE DETAILS OF YOUR EMPLOYMENT HISTORY STARTING WITH THE MOST RECENT  AND  EXPLAINING ANY GAPS IN EMPLOYMENT | | | | | | | | | | | | | | |
| **FROM** | | **TO** | | | | | | **REASON** | | | | | | |
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| **VOLUNTARY WORK**  PLEASE GIVE DETAILS OF YOUR VOLUNTARY HISTORY STARTING WITH THE MOST RECENT | | | | | | | | | | | | | | |
| **EMPLOYER NAME** | **ADDRESS** | | **DATES EMPLOYED** | | | **FULL TIME / PART TIME** | | | | **JOB TITLE** | | **RESPONSIBILITES** | **REASON FOR LEAVING** | |
| **FROM** | **TO** | |
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| **EDUCATIONAL QUALIFICATIONS**  PLEASE GIVE DETAILS OF YOUR EDUCATION AND THE QUALIFICATIONS OBTAINED  INCLUDE DETAILS OF ANY QUALIFICATIONS YOU ARE CURRENTLY STUDYING FOR | | | | | |
| **SCHOOL, COLLEGE, UNIVERSITY** | **COURSE** | **DATES ATTENDED** | | **QUALIFICATIONS** | **GRADE** |
| **TO** | **FROM** |
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| **TRAINING**  PLEASE GIVE DETAILS OF ANY OTHER TRAINING YOU HAVE RECEIVED WHICH SUPPORTS YOUR APPLICATION  INCLUDE ANY ON THE JOB TRAINING AS WELL AS FORMAL COURSES | | | | |
| **DATES ATTENDED** | | **DURATION** | **TRAINING PROGRAMME/ COURSE** | **BRIEF DESCRIPTION** |
| **TO** | **FROM** |
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| **PROFESSIONAL ASSOCIATION MEMBERSHIP** | | |
| **PROFESSIONAL ASSOCIATION** | **YEAR OF MEMBERSHIP** | **GRADE/LEVEL** |
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| **ADDITIONAL INFORMATION**  WE ARE ABLE TO MAKE PROVISION FOR PEOPLE WITH DISABILITY | |
| **IS THERE ANY ASSISTANCE WHICH YOU MAY REQUIRE FOR INTERVIEW?** | YES NO |
| **IF YES, PLEASE EXPLAIN** |  |
| **OTHER** | |
| **DO YOU HOLD A FULL CURRENT DRIVING LICENCE IN VALID IN THE UK?** | YES NO |
| **DO YOU HAVE ACCESS TO SOME FORM OF PERSONAL TRANSPORT?** | YES NO |
| **PERSONAL STATEMENT**  **ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE**  Use this section to demonstrate how you meet all the shortlisting criteria for the job as set out in the Job Description and Person Specification (a maximum of 2 A4 sheets). Draw on all aspects of your education and experience, including paid and unpaid employment. Please continue on a separate sheet if necessary. | |
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| **REFERENCES**  ONE REFERENCE SHOULD BE YOUR LAST EMPLOYER  ONE REFERENCE SHOULD BE DETAILS OF THAT OF FOSTERING OR CARE SETTING IF APPLICABLE | | | | |
| **CURRENT/MOST RECENT EMPLOYER** | | | | |
| **NAME OF REFEREE** |  | | | |
| **COMPANY NAME** |  | | | |
| **JOB TITLE** |  | **RELATIONSHIP/CAPACITY IN WHICH KNOWN TO YOU** | |  |
| **ADDRESS**  **POSTCODE** |  | | | |
| **PHONE** |  | **EMAIL** |  | |
| **SECOND REFERENCE** | | | | |
| **NAME OF REFEREE** |  | | | |
| **COMPANY NAME** |  | | | |
| **JOB TITLE** |  | **RELATIONSHIP/CAPACITY IN WHICH KNOWN TO YOU** | |  |
| **ADDRESS**  **POSTCODE** |  | | | |
| **PHONE** |  | **EMAIL** |  | |

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| **DECLARATION** | | | | |
| The job is not protected by the Rehabilitation of Offenders Act  You must sign these declaration  **THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (EXCEPTIONS) AMENDMENT ORDER 1986**  This job is not protected by the above provisions. If we decide to offer you the job, we will ask the police for details of any convictions, bind over orders or cautions you may have. This is so we can decide whether we should give you substantial access to children. So you must tell us about any convictions, bind over orders or cautions, including those which for other purposes are ‘spent’ under the Act, before we can officially offer you the job.  We will not approach the police without your permission. | | | | |
| **HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFICE, BOUND OVER OR CAUTIONED?** | | | YES NO | |
| **IF YES, PLEASE PROVIDE DETAILS** | | |  | |
| **SIGNATURE** |  | | **DATE** |  |
| Please note – if you have completed and sent this form electronically you will be asked to sign it if you are invited to an interview  I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way or should there be any wilful omission or suppression of any material fact, it will automatically disqualify me from appointment or may render me liable to dismissal without notice. | | | | |
| **SIGNATURE** |  | | **DATE** |  |
| **EQUAL OPPORTUNITIES POLICY**  Family First Fostering is committed to meeting the aims are responsibilities set out in our Equal Opportunities Policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  TO HELP US MONITOR THE SUCCESS OF OUR EQUAL OPPORTUNITIES POLICY PLEASE ANSWER THESE QUESTIONS  THIS WILL NOT AFFECT YOUR APPLICATION  THANK YOU FOR YOUR HELP | | | | | |
| **THE JOB YOU HAVE APPLIED FOR** | | |  | | |
| **Gender**  Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here | | | | | |
| **Are you married or in a civil partnership?**  Yes  No  Prefer not to say | | | | | |
| **Age** | | | | | |
| **What is your ethnicity?** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to  which you perceive you belong.  **White** English  Welsh  Scottish  Northern Irish  British  Irish  Gypsy or Irish Traveller  Prefer not to say  Any other white background, please specify here  **Black / Black British** African  Caribbean  Prefer not to say  Any other Black/Black British background, please specify here  **Asian / Asian British** Indian  Pakistani  Bangladeshi  Chinese  British  Prefer not to say  Any other Asian background, please specify here  **Other ethnic group** Arab  Prefer not to say  Any other ethnic background, please specify here | | | | | |
| **Do you consider yourself to have a disability or health condition?**  Yes  No  Prefer not to say  What is the effect or impact of your disability or health condition on your ability to give your best at work?  Please specify  *The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then*  *please discuss this with the manager or administrator running the recruitment process.* | | | | | |
| **What is your sexual orientation?**  Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say  If you prefer to use your own term, please specify here | | | | | |
| **What is your religion or belief?**  No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say  If other religion or belief, please specify here | | | | | |

**General Data Protection Regulations – Consent Form for Job Applicants**

In May 2018 the law changes about how companies record, store and use individuals’ personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the company.

**Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

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|  | **Type of data** | **Why we wish to hold it** | **How long it will be kept for** |
| **1** | **Recruitment data**  Previous employers  Types of job held at other companies  Previous salaries  Skills and qualifications obtained | This will allow us to make a decision on your suitability for employment/engagement  It will help us to decide which dept. you may be most suitable in | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months  if a job offer is made and more comprehensive GDPR consent form will be issued |
| **2** | **Ethnic monitoring data**  Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010 | We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity | This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards. |

**Agreement to use my data**

I hereby freely give my prospective employer Family First Fostering consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:**

* I understand that I can ask to see this data to check its accuracy at any time via an access request.
* I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.
* I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.
* I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.
* I understand the Data Controller for our Company is Administrative manager and I can contact them directly if I have any questions or concerns. Their e-mail address is [admin@familyfostering.co.uk](mailto:admin@familyfostering.co.uk)
* I understand that if I am dissatisfied with how the company uses my data, I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature: 

Date: