



Safer staff and volunteers – recruitment, induction and supervision

Example application form for recruiting staff or volunteers

Use the text below to create a job application form for your organisation. The text in brackets should be changed depending on your needs.

Application form

(Name of your organisation and your logo)

(Title of the job)

Job reference number

The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

You should complete all sections in black ink or electronically. We will use this form to help us decide your suitability for the job, so please make sure that it is accurate and that all sections are completed. Please use the notes to help you complete the form.

Section one: personal details

Title: Mr/Mrs/Ms/Miss/Other (Please state)

First name(s)

Surname

Any previous name

Address and postcode

Telephone number (daytime and evening)

Mobile number

Email address

Section two: employment history

We may ask your past employers to confirm the details you provide in this section.

Name of current employer (or last employer if you are not currently employed)

Employer's address

Position held

Name and job title of your manager

How much notice are you required to give?

Brief description of your duties

Current pay and any other benefits

Reason for leaving

Previous paid employment

Please tell us about any previous paid employment, starting with the most recent.

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Voluntary or unpaid work

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past.

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Gaps in employment

Please tell us about any gaps in your employment history. Please note you may be asked about these at the interview

From	To	Reason

Section three: qualifications and professional membership

Only complete this section if you have qualifications and/or membership of a professional body that is/are relevant to the post. You should include details of any equivalent overseas qualifications.

School/college/university	From	To	Qualifications gained	Level and grade

Professional body	Membership number	Membership status	Since

Section four: supporting statement

Please tell us how you meet the requirements listed in the person specification. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience.

Read the notes provided for help with completing your supporting statement.

Disciplinary action

Please read the questions below about disciplinary action. If you need to answer "Yes" to any of them, please provide details in a sealed envelope attached to your application and marked "confidential" and with your name, post and post reference number written on the outside of the envelope. The envelope will not be opened unless you are provisionally offered a role after the interview. Answering "Yes" to any question about disciplinary action will not mean that you cannot be considered for this job.

Have you been the subject of formal disciplinary action by your current employer?

Are you the subject of ongoing disciplinary proceedings by your current employer?

Have you ever been the subject of any formal disciplinary action by a previous employer or were you the subject of any incomplete disciplinary proceedings at the time you left?

Are you or have you ever been subject to any sanctions imposed by a professional body?

Driving licence

You should only complete this section if a driving licence is a requirement on the person specification.

Do you hold a current driving licence? Yes/No

If "Yes", please state which type (eg full, provisional, PSV etc)

Do you have any unspent motoring convictions?

If the answer to the question about motoring convictions is "Yes", please provide details in a sealed envelope marked "Confidential", and with your name, post and post reference number written on the outside of the envelope. The envelope will not be opened unless you are provisionally offered a role after the interview. Answering "Yes" will not necessarily stop you from being considered for this post.

Criminal record

The Rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time

since their conviction are not unfairly discriminated against when applying for jobs. However, if the post you are applying for is exempt from this Act due to the nature of the work involved, you are not entitled to withhold information about convictions, cautions, reprimands and final warnings, which otherwise might be regarded as spent.

Please read the questions below, related to information about criminal records.

If the answer to any of the questions is “Yes”, please provide details of offences, penalties, dates and the country in which they occurred, or of allegations made against you, in a sealed envelope marked with your name, the post name and the job reference number. Attach this to your completed application form. The envelope will not be opened unless you are provisionally offered a post after the interview. Answering “Yes” will not necessarily stop you from being considered for this post.

Have you been convicted by the courts, cautioned, reprimanded or warned for any criminal offence?

Are you currently the subject of any police investigations?

Are you included on either of the barred lists administered by the Independent Safeguarding Authority (previously known as the Protection of Children Act (POCA) List, the Protection of Vulnerable Adults (POVA) List and List 99)? These are lists of individuals considered unsuitable to work with children or vulnerable adults.

Your right to work in the UK

We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this (either a British passport or visa). You will be asked to bring this with you if you are called for interview.

“I confirm that I have a right to work in the UK and that I have documentary evidence for this.”

Yes/No

Medical information

Do you, or have you ever, suffered from any medical condition which could affect your ability to work with children and young people?

If the answer is “Yes”, please give details in a sealed envelope marked with your name the title of the job you are applying for and the reference number. Attach this to your completed application form. The envelope will not be opened unless you are provisionally offered a role after the interview. Answering “Yes” will not necessarily stop you from being considered for this post.

References

Please provide details of two people who are prepared to act as referees for you. Your first referee should be your current manager (or last manager if you are not currently working or volunteering). If you have just left education, please give the details of your course tutor. References from family members will not be accepted.

Details required	1 st referee	2 nd referee
Name		
Relationship to you		
May we contact prior to interview? Yes/No		
Position held by referee		
Organisation		
Address and postcode		
Telephone		
Email		

Access requirements for applicants with a disability

We will take all reasonable steps to remove any barriers you may otherwise face when attending interview.

Do you have any access requirements that we need to be aware of if you are invited for interview?

Declaration

By signing this declaration you are agreeing with the statements below, which may be referred to in the future.

- I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information;
- I have not attempted to influence an employee of (name of organisation) in connection with this application;
- I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated;
- I give consent for (name of organisation) to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998;
- I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

Name

Signature

Date

Return your completed application form to (insert details of name and address of where the form should be returned). Email applications are acceptable but you will be asked to sign the declaration if you are invited for interview. Late applications will not normally be considered.

Notes to help you complete your application form

Points to remember

- Take your time and complete the form as fully and as accurately as you can;
- Make sure that you have read through the person specification, job description and advertisement carefully, and ensure that you tailor your application form to these;
- Don't leave out any relevant experience, skills or knowledge that you have – however you gained it;
- If you complete the application form by hand, rather than typing it, make sure that it is very clear and legible. Use BLOCK CAPITALS if your writing is hard to read;
- Please do not send in your CV. It will not be accepted.

Completing your supporting statement

- Use the person specification as a guide to help you complete your supporting statement and answer how you meet each of the requirements set out in it;
- You can use up to three extra sheets in your application form if you don't have enough space. Make sure that you number them and attach them securely to your application form. Include your name and the job title and reference number of the role you are applying for on each additional sheet;
- The supporting statement gives you an opportunity to tell us more about yourself and your suitability for the role. Use it to provide specific examples in response to the things we have asked for in the person specification and job description. Avoid using this section to simply repeat what you have said in your employment history;

Naming referees

- Check with your referees that they are happy for us to contact them before you name them;
- Let us know if you do not want us to contact your referees before the interview.

Sending us your application form

- Make sure that you have filled in all the sections as much as possible and you have corrected any mistakes;
- Keep a copy of your application form for yourself;
- Return your completed form to the correct address listed at the bottom of the form;
- Make sure your form gets to us before 5pm on the closing date.

Attending an interview

Make a note of the interview date at the top of the application form and keep it free. You may request a change of date in a covering letter with your application, but please note that we may not be able to rearrange the date.

If you have a disability, tell us about any particular requirements you may have during the interview process. This will help us make reasonable adjustments wherever possible to ensure that you are not disadvantaged in our recruitment and selection process.

If we invite you to an interview, you need to bring the following with you:

1. Proof of identity

If the post is subject to a satisfactory CRB check, proof of your identity needs to comply with CRB requirements. Please bring to the interview either a total of three documents (at least one of which should be from Group 1) or a total of five documents, all from Group 2. If none of the documents you bring include photo ID, please bring this as well.

If the post is not subject to a CRB check, you need to bring two documents proving your identity, at least one of which must be from Group 1. If neither document includes photo ID, please bring this as well.

Group 1

- Passport
- UK or EU national identity card
- Identity Card for Foreign Nationals (ICFN)
- Driving licence (UK) (full or provisional) photo card only valid if presented with the counterpart licence (not including Jersey)
- Birth certificate (UK) – issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as embassies, high commissions and HM Forces
- Firearms licence (UK)
- HM forces ID card (UK)
- Adoption certificate (UK)

Group 2

- Marriage/civil partnership certificate
- Financial statement eg pension, endowment, ISA etc, issued in the last 12 months
- P45/P60 statement (UK), issued in last 12 months old
- Mail order catalogue statement, issued in last three months
- Bank or building society statement, issued in last three months
- Court claim form (UK), issued in the last 12 months
- Documentation issued by the Court Services, issued in the last three months
- Utility bill (gas, electricity, water, telephone – including mobile phone contract/bill) issued in last three months
- Exam certificate (eg GCSE, NVQ, O Levels, Degree)
- TV licence, issued in the last 12 months
- Addressed payslip, issued in the last three months
- Credit card statement, issued in the last three months
- National Insurance card (UK)
- Store card statement, issued in the last three months
- NHS card (UK)
- Mortgage statement, issued in the last three months
- Benefit statement (eg child allowance, pension), issued in the last three months
- Insurance certificate, issued in the last 12 months
- Certificate of British nationality (UK)
- Council tax statement (UK), issued in the last 12 months
- Work permit/visa (UK), issued in the last 12 months
- A document from central/local government/government agency/ local authority, issued in the last three months, giving entitlement (UK) eg from the Department of Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security.

2. Qualifications and/or registration with a professional body

If you have said that you have a specific qualification or registration with a professional body relevant to the job, you will be asked to bring your original certificates with you to the interview. We may verify your qualification or registration with the relevant establishment or professional body.

If you are unable to bring these documents to interview, other evidence should be brought. Please bring original documents from the establishment that issued your qualification or membership. We may also ask the relevant establishment for a certified copy of your qualification/registration.

Safer recruitment applicant information

(Name of organisation)

Keeping children and young people safe

(Name of your group/organisation) has a commitment to promote the welfare of children and young people and to keep them safe. We have policies and procedures in place to ensure that risks to children and young people are minimised and there is a culture of safety within our staff group.

If you are applying for a job that involves working with children and young people, you will be subject to our safer recruitment processes.

The checks that we will carry out prior to appointing to the post are listed below:

1. Declaration of previous convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes work with children and young people exempt from the Act. This means that individuals who seek to work with children and young people are required to reveal all convictions no matter how long ago they took place, both spent and unspent, in their application.

2. Criminal Records Bureau (CRB) disclosure

If you are successful in being offered a post to work with children and young people, you will be asked to undergo an enhanced Criminal Records Bureau (CRB) disclosure. This includes checks against the barred lists administered by the Independent Safeguarding Authority (previously the POCA and POVA lists and List 99).

If you are not normally resident in the UK or you have been resident outside the UK for more than six months, we will need an additional police check from the country where you are resident. We may also seek additional references.

3. References

One of your references should be your current or most recent employer or, if you have worked on a voluntary basis, the organisation where you currently or have most recently worked as a volunteer.

One reference should also be from someone who can comment on your experience of working with children and/or young people. If you haven't worked with children or young people before, a character reference should be provided from someone who is able to comment on your suitability for this work.

If you have no previous employment history, your references should come from educational establishments you have attended.

(Name of group/organisation) does not accept open references ie those addressed "to whom it may concern". Please ensure your referees address us personally.

We don't accept references from family members.

4. Eligibility to work in the UK (for paid employment only)

Under the Asylum and Immigration Act 1996, (name of group/organisation) has a legal obligation to satisfy itself that all potential employees are eligible to work in the UK.

If you are a resident of the European Economic Area (EEA), you may use your valid passport to prove your eligibility. If you are a resident of an accession state, you need to be registered with the Accession State Workers Registration Scheme. Further information can be found at { HYPERLINK

"<http://www.direct.gov.uk/en/Employment/Understandingyourworkstatus>" }

All other applicants must bring a valid visa to interview to prove that they are eligible to work in the UK.

5. Medical assessment

If you have told us that you have or have had a medical condition that could affect your ability to work with children and young people, we may need an up-to-date medical assessment of your health. We will discuss this with you before we do this.