**APPLICATION FOR EMPLOYMENT – CONFIDENTIAL**

|  |  |
| --- | --- |
| Post applied for: | How did you hear about this vacancy? |

|  |
| --- |
| **PERSONAL DETAILS** |
| Surname: Forename(s): |
| Have you previously used, or do you currently use, any other name(s)? **Yes/No**  If yes, please provide details and dates used: |
| Address:  Post Code: |
| Email address:  Mobile number: Home telephone number: |
| PACT is committed to promoting equality, diversity and inclusion both as an employer and as a service provider.  It is important that we are able to collect data on the profile of job applicants so that we can:   * advance diversity in our organisation * proactively identify any inequalities that we need to address * ensure that all recruitment is free from unfair and unlawful discrimination   The information you provide in this survey will remain confidential, is provided separately to your application, and is used by the HR team for monitoring purposes only.  **Please visit** [**https://www.surveymonkey.co.uk/r/KN8JZ7J**](https://www.surveymonkey.co.uk/r/KN8JZ7J%20) **to complete this survey.**  Thank you for playing your part in helping us to deliver our commitment to being an equal opportunities employer. |

|  |
| --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| Details of current membership of professional bodies (please specify membership level and membership number):  If you are a Social Worker, please provide your SWE registration number: |

|  |  |
| --- | --- |
| **WO EMPLOYMENT HISTORY – CURRENT EMPLOYER** | |
| Name of employer:  Address:  Post Code: | Position held:  Date started:  Date left (where applicable):  Reason for leaving/wishing to leave:  Notice period:  Current salary: |
| Summary of duties: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY (including any periods of unpaid/voluntary work)**  Please give your full employment history, beginning with the most recent.  If there are any gaps in your employment history, please provide details (dates and a description of what you were doing during these times). | | | | |
| **Dates (DD/MM/YY)**  **From To** | **Name and address of employer** | **Telephone and contact name** | **Position held and brief summary of duties (or description of any employment gap)** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION, TRAINING AND QUALIFICATIONS**  Please provide details of your education and training, starting with Secondary School.  If you have had a break in your education, please provide details (dates and a description of what you were doing during these times).  You will be required to bring proof of qualifications to interview that are relevant to the role. | | | |
| **Dates** | | **School / Academic Institution attended (or description of any education gap)** | **Qualifications obtained**  **(subject, date, grade)** |
| **From**  **MM/YY** | **To**  **MM/YY** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Other recent training courses which are relevant to this post** | |
| **Training Provider and title of course** | **Dates attended and qualification obtained (if applicable)** |
|  |  |

|  |
| --- |
| **FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**  To complete this section, please refer to the person specification of the Job Description.  Please use the space below to demonstrate how your knowledge, skills and experience support your application to the role.  You should also outline your reasons for applying. |
|  |

|  |  |
| --- | --- |
| **REFEREES**  Your first referee should be your present or most recent line manager/employer. The second referee could be someone from your current or previous employment. **Referees should not be a family member or friend.**  If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of someone who knows you sufficiently well in a professional or training/education capacity to confirm the information you have given, and to comment on your ability to undertake the job as described in the job description and person specification.  Please note that as part of our Safer Recruitment Policy, we may ask you to provide details of further referees to ensure that your references cover a minimum period of 5 years.  **Please note: We will obtain your permission prior to contacting your referees** | |
| Referee No. 1  Your current/most recent line manager/employer  Name:  Position held:  Organisation:  Address:  Tel no:  Email address:  Relationship to you:  How long have you been known to this referee? | Referee No. 2  Name:  Position held:  Organisation:  Address:  Tel no:  Email address:  Relationship to you:  How long have you been known to this referee? |

|  |
| --- |
| **CRIMINAL RECORD DECLARATION**  PACT is committed to treating all applicants fairly and undertakes not to discriminate against any person based on their offending background.  PACT has a responsibility to protect children and vulnerable adults and all our employee positions require a satisfactory Disclosure and Barring Service (DBS) check and are exempt from the provisions of the Rehabilitation of Offenders Act 1974.  Having a criminal record will not necessarily bar applicants from working with us. This will depend on the nature of the role and the circumstances and background of the offences, with due consideration given to our safeguarding responsibilities. Any information given will be treated in the strictest confidence.  Under arrangements for the protection of children and vulnerable adults, we will check police records for the existence and content of any criminal record. This is a Disclosure and Barring Service (DBS) Disclosure. It is important that applicants understand that deliberate attempts to conceal the information requested in this form may disqualify you from the recruitment process or if in our employment, could result in disciplinary action, including dismissal.  As the role you are applying for is exempt from the Rehabilitation of Offenders Act 1974, you are asked to declare:  • All unspent convictions and conditional cautions  • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).  **Please answer the following:**  Do you have any unspent convictions or conditional cautions? **Yes/No**  Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? **Yes/No**  Are there any current criminal proceedings against you? **Yes/No**  If you have answered yes to any of these questions, please provide details in the space below. |

|  |
| --- |
| **DATA PROTECTION:**  The information provided on this application form and obtained from relevant sources will be used in PACT’s recruitment and appointment processes and will be treated as confidential. By signing this application form you understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data in accordance with the UK General Data Protection Regulation (UK GDPR).  **SIGNATURE DECLARATION:**  I have completed this application form accurately and truthfully. I have not withheld any information that could be considered relevant to my application. I understand that any appointment, if offered, will be subject to information given on this application form being correct.  I understand that providing any false information shall disqualify me from the recruitment process, or if discovered after employment, may lead to disciplinary action; up to and including dismissal.  **Signed:**  **Full Name: Date:**  Have you completed the PACT equality, diversity and inclusion applicant survey? **Yes/No** |

|  |
| --- |
| **Please return your completed application form to the HR team at PACT\_HR@pactcharity.org**  Alternatively, post your application to HR Team, Parents And Children Together, 7 Southern Court, South Street, Reading, Berkshire RG1 4QS.  **PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Commencement of employment is subject to PACT’s pre-appointment enquiries; that include the provision of documentation of the right to work in the UK, Disclosure Barring Service (DBS) check (and overseas police check where applicable) and references covering a minimum 5 year period. This post is based in the UK.** |