

Registered Charity Number 222041

**Application Form - Confidential**

**‘We are committed to safeguarding children and young people and expect all staff and volunteers to share this commitment. All staff and volunteers will be subject to an Enhanced Disclosure and Barring Service check.’**

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| **Please note pages 1 and 2 are removed by the HR Department prior to short listing** | |
| Children North East aims to ensure that no job applicant/employee or volunteer receives less favourable treatment than another on the grounds of sex, sexual orientation, gender reassignment, race/ethnicity, marriage/civil partnership, pregnancy/maternity, disability, age and religion or belief in compliance with the Equality Act 2010. Pages 1 and 2 of the application form will be detached by the Administrator before short listing. Your answers will be treated with the utmost confidence and will be used only for statistical purposes. | |
| **Personal Details** | |
| Position applied for: Poverty Proofing Co-ordinator | Service/Department: Head Office |
| Vacancy Ref Number: HO408 | Applicant number **(for office use only)** |
| Surname: | First Name(s): |
| Previous name(s) (if applicable): | National Insurance Number: |
| Address:  Post Code: | Home Telephone: |
| Work Telephone: |
| Mobile Number: |
| Email: |

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| **Equal Opportunities Monitoring Form** | | |
| **Gender**: Male □ Female □ Transgender □  Non Binary □ Gender Fluid □  Other □ ………………………………………………….. | | **Date of Birth**: |
| **Ethnic Origin**: How would you describe your ethnic origin? Please tick one box only. Please note that your ethnic origin is your ancestral race, that you as an [individual](http://www.businessdictionary.com/definition/individual.html) belong to, as opposed to your nationality, your right to abode in the UK or your place of birth. | | |
| **Asian or Asian British** | **Mixed** | |
| Indian □ | White and Black Caribbean □ | |
| Pakistani □ | White and Black African □ | |
| Bangladeshi □ | White and Asian □ | |
| Any other Asian background □  (please specify) | Any other mixed background □  (please specify) | |
| **White** | **Black or Black British** | |
| British □ | Caribbean □ | |
| Irish □ | African □ | |
| Any other Background □ | Any other Black or Black British background □ | |
| **Chinese** | | |
| Chinese □ | Any other Chinese or other ethnic background □  (please specify) | |
| **Disability –** Applicants with disabilities are guaranteed interviews, providing they meet the minimum criteria of the post, which is assessed from the application form. Do you consider yourself to be a person with a disability as described under the [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/section/6)? A disability is defined as a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities?  Yes □ No □ | | |
| **Additional Information** | | |
| Please state where you saw or heard about the vacancy? | | |

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| **Education** | | | | | |
| School, College or University | Dates  From – To  (Month & Year) | Subject/Qualification | Examination Awarding Body | Grade/Level | Date achieved? |
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| **Professional Membership - If you are a member of a professional body/Institute, please give details** | | | | | |
| Professional body/Institute | | Membership status and number | | Renewal date | |
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| **Training Courses - Please give details of any relevant training courses that you have attended** | | | | | |
| Nature of course | | Provider | | Date/s attended | |
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| **Employment Details –** This may include voluntary work, apprenticeship scheme or work experience | | | | | | |
| **Current or most recent employer** | | | | | | |
| Name and address of employer | Post Title | Date Appointed (month & year) | Leaving date of most recent employment  (month & year) | Annual Salary & Grade | Notice period required or end of contract date | Reason for leaving |
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| **Employment History** | | | | | | |
| Name and address of employer | Post Title | Date Appointed (month & year) | Leaving date (month & year) | Annual Salary & Grade | Reason for leaving | |
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| **Employment History Continued** | | | | | | | |
| Name and address of employer | Post Title | Date Appointed (month & year) | | Leaving date  (month & year) | Annual Salary & Grade | | Reason for leaving |
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| Do you intend to continue any other employment if appointed to this post? Yes 🞏 No 🞏  If you have ticked yes please detail the nature of this work and the weekly hours: | | | | | | | |
| **Gaps in your Employment / Education** | | | | | | | |
| Please identify any gaps in your employment/education in the space below (for example unemployment, travel etc). | | | | | | | |
| **Date from (month & year)** | | | **Date to (month & year)** | | | **Reason** | |
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| **Relevant Experience** |
| Please give details as to why you consider yourself suitable for this post; stating any skills, knowledge and experience which are relevant to the person specification and job description provided. Please detail your information on no more than the two sheets provided. Please note that CVs will not be accepted. |
| **Relevant experience continued:** |

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| **Referees** | |
| Give names, position and addresses of two people, to whom references may be made. Referee one must be your present (or most recent) employer, and referee two must be a previous line manager or supervisor who knows you in a professional capacity and is able to comment on the requirements of the job description. If you are not able to supply either of the requested references please give the reasons why. Children North East will only request references when an offer of employment has been made. | |
| **Referee One** | **Referee Two** |
| Name: | Name: |
| Business address: | Business address: |
| Relationship: | Relationship: |
| Length of acquaintance: | Length of acquaintance: |
| Telephone Number: | Telephone Number: |
| Email address: | Email address: |
| Reasons why referees have not been supplied: | |
| Are you subject to any current or outstanding disciplinary action or legal proceedings?  Yes 🞏 No 🞏 if yes please give details. | |

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| **Additional Information** | |
| Do you hold a full driving licence? | Yes 🞏 No 🞏 |
| Do you have access to a car to meet the needs of the post? | Yes 🞏 No 🞏 |
| If you do not have access to a car can you still meet the needs of the post? | Yes 🞏 No 🞏 |
| If this post is open to job share do you wish to apply for the post in a job share capacity? This will be clearly stated on the job advertisement. | Yes 🞏 No 🞏 |

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| **Declaration** |
| **Protection of Children**  We are committed to safeguarding children and young people and expect all staff and volunteers to share this commitment. All staff and volunteers will be subject to a Social Services vetting check. The information considered is where there are concerns specifically relating to any of the following:  Have you or any young person residing at your address ever been subject to a Child Protection Plan?  Yes 🞏 No 🞏  Have you any current or previous involvement with Social Services in relation to Vulnerable Adults, Mental Health or Drug and Alcohol issues.  Yes 🞏 No 🞏  If you have ticked **Yes** to any of the above, please give details below. If you wish to disclose this information on a confidential basis, please enclose them in a separate envelope marked for the attention of the Appointing Officer, quoting the post reference number, in strict confidence – only to be opened by the addressee.’  ………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………….  All staff and volunteers will be subject to an Enhanced Disclosure and Barring Service check. Under section 4 (2) of the Rehabilitations of Offenders Act 1974 (Exception Order 1975) provides that **all** convictions, cautions, reprimands or other warnings of whatever nature (including motoring offences) and whenever they were committed must be revealed when applying for this position. Please list all such convictions, cautions, reprimands or other warnings of a criminal nature below:  ………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………….  Have you been convicted in any court of any offence, cautioned, reprimanded or received any other warning of a criminal nature?  Yes 🞏 No 🞏  If yes, please give details of offence or if you wish to disclose these offences on a confidential basis, please enclose them in a separate envelope marked for the attention of the Appointing Officer, quoting the post reference number, in strict confidence – only to be opened by the addressee.’  **Please note that canvassing, direct or indirect will result in disqualification of your application.**  The information that I have provided is correct to the best of my knowledge and belief and I understand that any false information may lead to any offer of employment being terminated or withdrawn.  Print Name: ………………………………………………………………… Signature: …………………………………………………………….  Date: …………………………………………………  **Return Address:**  Please return you application form to the HR Department, Children North East, 89 Denhill Park, Newcastle Upon Tyne, NE15 6QE or email your completed application form to [hr.team@children-ne.org.uk](mailto:hr.team@children-ne.org.uk)  All applications received from unsuccessful applicants will be retained for a period of six months, after such time they will be confidentially destroyed. |
| **Appointments will only be confirmed when satisfactory checks have been completed.** |