

## Application for Employment

This Application Form is also available in Welsh on request.

**Please email or post completed forms to:**

**Ignite Unlocking Potential (Recruitment)**

**Dare Valley Country Park**

**Aberdare**

**RCT**

**CF44 7RG**

**Telephone: 01685 871860**

**Email: [info@igniteup.co.uk](mailto:info@igniteup.co.uk)**

**.**

**The Job Description which accompanies this form will identify whether the post you are applying for requires a Disclosure and Barring Service Check. If this applies, your attention is drawn to Section 13 of this form.**

|  |
| --- |
| 1. Vacancy Details |
| **Post applied for:**  **Post/Job Reference Number:**    **Location:**  **Closing Date:**    **DBS Disclosure required: YES       NO       Standard       Enhanced**  **Do you have a current DBS – If YES, Please provide:**  **Date of Issue:**       **Reference Number:**  **Level of current DBS: Standard       Enhanced**  **DBS provided by which Organisation:** |
| 2. Personal Details |
| **Forename:**  **Surname :       Initials:**  **Address:**  **Post Code:** |
| 3. Contact Details |
| **Home Tel No**:       **Work Tel No**:    **Mobile Tel No:**  **Home Email**:  **Work Email**:  **May we contact you at work? YES       NO** |

|  |
| --- |
| 4. Present Employment *(if you are presently unemployed please leave blank)* |
| **Employer’s Name:**  **Address:**    **Post Code       Telephone Number:**  **Web address:**  **Position Held :       Department:**      **Present Grade:       Present Salary:**    **Date Started:**  **Notice Period:**  **Brief outline of duties:** |

|  |
| --- |
| 5. References |
| **External Applicants**: Please give the names of **two** referees who have agreed to provide a reference on your behalf. One reference must be provided by your current or most recent employer within the last three years. If you have recently left school or college one reference should be provided by a teacher or lecturer.  **Internal Applicants:** One reference will be taken up. Please give below the name of your current Manager who will be asked to provide a work reference. However, if you have been in your current post for less than 1 year a second reference will also be taken up from your previous Manager.  Referees are only contacted if candidates are invited to attend for interview. Please note that family members, personal friends or neighbours will not be accepted as a referee.  **Referee 1**  **External Candidates:** (Details of present Employer)  **Internal Candidates:** (Details of current Manager)    Name of Referee:    Job Title:    Name of Company:    Address:        Telephone Number:    Email Address:  **Referee 2**  **External Candidates:** (Details of most recent previous Employer within last 3 years)  **Internal Candidates:**  (Details of previous Manager if in current post for less than 1 year)    Name of Referee:    Job Title:    Name of Company:    Address:        Telephone Number:    Email Address:    **May we contact these referees without asking you? YES       NO**  We will not confirm an offer of appointment until we have received satisfactory references (or a school / college reference if you are a school / college leaver). |

|  |
| --- |
| **6. Educational Qualifications**  **Please give details of secondary, further and higher education qualifications achieved. Start with the most recent.** |

|  |  |  |
| --- | --- | --- |
| **Date** | **Qualification gained or pending** | **Provider** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **7. Training**  **(Please list below relevant job related training undertaken and any professional qualifications achieved.** |

|  |  |  |
| --- | --- | --- |
| **Date** | **Course Title** | **Provider** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 8. Membership of Professional Bodies |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Professional Body** | **Number** | **Grade / Level** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 9. Previous Employment |
| Please list **ALL** of your previous jobs. References may be sought from your previous employers.  Job Title:       Date Started: Date Left:  Employers Name:    Address:  Postcode:  Brief outline of duties:    Reason for leaving: |
| Job Title:       Date Started: Date Left:  Employers Name:    Address:  Postcode:  Brief outline of duties:    Reason for leaving: |
| Job Title:       Date Started: Date Left:  Employers Name:    Address:  Postcode:  Brief outline of duties:    Reason for leaving: |

|  |
| --- |
| 10. Driving Licence |
| **YES       NO**  If you hold a Non UK licence, please specify country of issue:  Do you have sole use of a car for work purposes?  **YES       NO       NOT REQUIRED**  Please state the type of licence you hold:    **FULL       PROVISIONAL       HGV       OTHER** |

|  |
| --- |
| **12. Further Details** |
| Please give any information which you think will help us consider your application, including details of your present or most recent job or other relevant experience, and any specialised knowledge you have. Include your leisure interests and hobbies. You should try to relate your information to the job description and person specification for the post you are applying for. (Please read the guidance notes before completing). If you wish to use separate sheets then please attach them to this page. Continue on a separate sheet if necessary. |
| 13. Criminal Convictions/Cautions/Disqualified Persons/Investigations |
| **You only need to complete this Section if the post you are applying for requires a Standard or Enhanced Disclosure and Barring Service check as indicated in Section 1.**  **IgniteUP** regards as paramount the welfare and safety of vulnerable adults and children. Whilst criminal convictions are not necessarily a bar this safety consideration will be priority when undertaking decisions regarding the employment of staff, carers or volunteers.  If the post for which you are applying requires a Disclosure and Barring Service check this post will be exempt under the Rehabilitation of Offenders Act 1974. It is within this context, and the following guidelines, that all decisions will be made in relation to applicants who have any form of criminal conviction or who are included on the Barred List.  Please note that the DBS remove old and minor offences from the criminal record certificates. For those over 18 at the time of the offence the adult conviction will be removed if 11 years have elapsed since the date of the conviction and it was the only offence and it did not result in a custodial sentence. An adult conviction will be removed after 6 years have elapsed since the date of the caution. For those under 18 at the time of the offence the same rules apply except the elapsed time period is 5 ½ years for a conviction and 2 years for a caution.  All applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.  1. Have you ever pleaded guilty, been convicted or cautioned by a police officer for any criminal offences?  Please note that an old or minor offence as detailed above does not need to be declared.  **YES       NO**  2. Has your name been added to the Barred List?  **YES       NO**  3. Have you ever been subject to or party to any proceedings or investigation involving any Social Services authority or equivalent, here or abroad, or have had children or vulnerable adults removed from your care?  **YES       NO**  4. Have you ever been refused registration or cancelled from an official register of Child Minders / Day Care Providers / Private Fostering / Registered Care Home / Children’s Home:  **YES       NO**  If the answer is **YES** to any of the questions above, please give brief details:    (Applicants are reminded that knowingly withholding this information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment).  I understand and agree that if, for whatever reason my application is either refused or withdrawn but information is revealed which leads the Council to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period. I understand that the Council will not reveal this information to any other organisation or individual outside of the Council unless it is asked a direct question about me or circumstances suggest that the protection of a child/ children or vulnerable adult(s) required immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and invited to comment.  I hereby give consent to the Local Authority completing such checks as are necessary with records held by the Authority and/or other agencies in order to verify the information provided above.    **Signed:       Dated:** |

|  |
| --- |
| 14. Equal Opportunities Statement |
| IgniteUP is committed to achieving equality as an employer and in all aspects of our business. Ignite UP will ensure that the community we serve and current and potential members of staff have equality of opportunity to access all our services and opportunities. IgniteUP will seek to ensure that no one receives less favourable treatment on the grounds of disability, race, language, gender, colour, religion, age, sexual orientation, marital status, social position, or any other improper grounds, by any requirements or regulations which cannot be fully and legally justified. |
| 15. Data Protection Act 1998 |
| The information or data you have provided on this form will be processed and held electronically and will also be held on your electronic personal record if you are appointed. The data may be processed by IgniteUP for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records. By signing and returning this form you will be deemed to be giving your explicit consent to the processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. |
| **16. Equality Act 2010 (Statutory Duties)(Wales)Regulations 2011** |
| IgniteUP is required to publish specific Equalities Data relating to employment. The information you have provided on this Application Form may be used to enable the Council to meet these obligations. Applicants will not be identified and data will only be published when the anonymity of Job Applicants can be guaranteed. |
| 17. Guaranteed Interview Scheme for applicants with a disability |
| IgniteUP has a duty to make reasonable adjustments to ensure that a provision, criterion or practice does not put a person at a disadvantage because they have a disability or for reasons which arise from, or are in consequence of having a disability.  This Council operates under the “Positive about Disabled People” symbol and welcomes applications from people with disabilities. This scheme guarantees an interview to people with disabilities if they meet the essential requirements for the post. If you are disabled and wish to be considered under this scheme please indicate below:    **YES       NO**  Do you have any special requirements to enable you to attend for interview? If Yes, please state: |
| 18. The Recruitment Process – What will happen next? |
| If you have not been contacted within 4 weeks of the closing date, please consider that your application has been unsuccessful.  **Whatever the outcome of your application, thank you for showing an interest in working with IgniteUP** |
| 19. Your Application |
| I certify that the details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to questions on this form, or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.  Signed:       Dated: |

EQUALITY MONITORING FORM

IgniteUP is committed to Equal Opportunities in employment and service delivery. In order to monitor the effectiveness of its policies we would appreciate if you could provide the following information which will be treated in the strictest confidence and used for monitoring purposes only. It will be detached from your application on receipt and will not be considered as part of the selection process. Subject to your consent, the data on this form will be published to enable to Council to meets its obligations to publish data as outlined in Regulation 9(c) parts (i) and (ii) of the Equality Act 2010 (Statutory Duties) Wales Regulations 2011:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Title:** |  |  | **D.O.B** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname:** |  |  | **First Names:** |  |
| **Marital Status:** |  |  | **Gender:** |  |

**DISABILITY:** The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities". With this definition in mind, would you describe yourself as:

Disabled       Not Disabled

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ETHNICITY:** I would describe my ethnic origin as (Please tick where appropriate): | | | | | | | | | | | |
| ***a. White*** | | | | | ***c. Asian or Asian British*** | | | | | | |
| British | | |  |  | Indian | | | |  |  |  |
| Irish | | |  |  | Pakistani | | | |  |  |  |
| Welsh | | |  |  | Bangladeshi | | | |  |  |  |
| Any other White background - | | |  | | Any other Asian background - | | | |  | |  |
| Please state: |  |  | | | Please state: |  | |  | | | |
|  | | | | | | | | | | | |
| ***b. Mixed*** | | | | | ***d. Black or Black British*** | | | | | | |
| White and Black Caribbean | | |  |  | Caribbean | | | |  |  |  |
| White and Black African | | |  |  | African | | | |  |  |  |
| White and Asian | | |  |  | Any other Black background - | | | |  |  |  |
| Any other mixed background - | | |  | | (Please state): | | | | | | |
| Please state): |  |  | | |  | | | | | | |
|  | | | | | ***e. Chinese or Other Ethnic Group*** | | | |  | | |
|  | | | | | Chinese | | | |  |  | |
|  | | | | | Other (Please state): | |  |  | | | |

**SEXUAL ORIENTATION (**please tick):

Heterosexual       Gay/Lesbian/Bisexual       Transgender       Prefer not to say

**RELIGIOUS BELIEFS:**

Do you have a religious belief, if so please state:

**LANGUAGES**

What is your first language:

Do you speak any other languages other than your first language, including British Sign Language(please detail):

I consent to the data on this form being published under the Equality Act 2010 (Statutory Duties)(Wales) Regulations 2011 Regulation 9(c) parts (i) and (ii). I understand that the date when published will be anonymous and I will not be identified.

*[This form will be stored electronically and retained until the data has been collated.]*