



Ann Turner & Cathy Price  
Ely St Johns Community Room  
St John's Road  
Ely, Cambs. CB6 3BW

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## Job Application Form

# CONFIDENTIAL

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

Post: \_\_\_\_\_ Closing Date: \_\_\_\_\_

First name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_ Work: \_\_\_\_\_

Can we ring you at work? **YES/NO** E-mail Address: \_\_\_\_\_

**Please give the names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer. The referees should be your immediate line manager, if this is not the case please give details of relationship.**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Business name: \_\_\_\_\_

Business name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Verification is normally sought after interview. Please indicate whether your references can be approached before the interview. **YES/NO**

Do you need a work permit to work in the UK? **YES/NO** National Insurance Number: \_\_\_\_\_

Do you have a driving licence? **YES/NO**

Do you have access to a vehicle? **YES/NO**

Do you have reasonable access to public transport? **YES/NO**

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**Qualifications Achieved:**

Secondary Schools, Colleges, Universities	From:	To:	Brief Details of Courses:	Grade:

**Study currently being undertaken:**

Secondary Schools Colleges, Universities	From:	To:	Brief Details of Courses:	Grade:

Professional or other qualifications, apprenticeships, memberships of professional organisations:

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**Other training you have received which you consider relevant:**

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**Employment:**

Current/most recent employer: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Date Started: \_\_\_\_\_ Until: \_\_\_\_\_ Notice required: \_\_\_\_\_

Job Title: \_\_\_\_\_ Basic salary per annum: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Other employment/career history starting with most recent:**

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

From:	To:	Employer: Name and Address:	Post:	Reason for Leaving:

**Please give details of other interests, including involvement in voluntary organisations which you consider relevant:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Declaration**

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I understand that Kids Club may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with Kids Club.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Please return in an A4 or C5 sized envelope marked 'CONFIDENTIAL'; to:

**Kids Club Ely**      **Name:** Cathy Price  
                         **Address:** Kids Club Ely  
   St John's Community Room  
   St John's Road  
   Ely  
   CB6 3BW

**PLEASE ENSURE THE CORRECT POSTAGE IS PAID (A4 Envelope is large letter) AS APPLICATIONS SENT WITH INSUFFICIENT POSTAGE WILL NOT BE CONSIDERED.**

**EQUAL OPPORTUNITIES**

We are committed to Equal Opportunities in Employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

**Position applied for:**

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Name: surname and forename(s) in full: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below:

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**Gender:**

Male

Female:

**Disability:**

Do you consider yourself to have a disability? **Yes**  **No**

Are you registered disabled? **Yes**  **No**

**I would describe my race or ethnic origin as (please tick appropriate box):**

- |               |                          |               |                                     |                 |                          |
|---------------|--------------------------|---------------|-------------------------------------|-----------------|--------------------------|
| White British | <input type="checkbox"/> | White Irish   | <input type="checkbox"/>            | White Other     | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Black British | <input checked="" type="checkbox"/> | Black Caribbean | <input type="checkbox"/> |
| Black Other   | <input type="checkbox"/> |               |                                     |                 |                          |
| Bangladeshi   | <input type="checkbox"/> | Chinese       | <input type="checkbox"/>            | Indian          | <input type="checkbox"/> |
| Pakistani     | <input type="checkbox"/> | Other         | <input type="checkbox"/>            |                 |                          |

**How did you find out about this vacancy?**  
(please give the name of the newspaper/journal/website)

I consent to Kids Club holding the data in the equal opportunities section of this form.

**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SELF DISCLOSURE FORM (to accompany Application Forms)**

**This form should be completed by all applicants and returned in a sealed envelope with your application form, marked *Confidential: Self-Disclosure Form*. It will only be opened when an applicant has been shortlisted.**

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

**FULL NAME (in capitals):** \_\_\_\_\_ **Position applied for:** \_\_\_\_\_

**The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**

**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.**

Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **YES/NO**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **YES/NO**

If **YES**, please give details of the conviction(s) and date(s) in the space provided below (*continue overleaf if necessary*):

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Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position? **YES/NO**

If **YES**, please provide more information (*continue overleaf if necessary*):

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Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children? **YES/NO**. If **YES**, please provide more information (*continue overleaf if necessary*):

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Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? **YES/NO**. If **YES**, please provide more information.

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**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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