

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

DATA PROTECTION ACT:

Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medical questionnaires, etc) being held and processed by Save the Family in accordance with the Act.

Please complete ALL sections of this form returning it to: jobs@savethefamily.uk.com

Position Applied for:		Today's date:	
Where did you find out about this job vacancy?		Closing Date:	

Title:	Forename(s):	Known as:	Surname:
Address:			
Postcode:			
Tel No:			
Email:			
Do you have a current driving licence?			
Yes [] No [] Groups: Expiry Date:			
Are there any restrictions on you taking up employment in the UK (Please Tick):			
Yes [] No [] If yes, please provide details:			



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Education and training – Please give details:

Qualifications – Please give details:



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Supporting Statement – Please tell us why you applied for this job and why you think you are the best person for the job:



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EMPLOYMENT HISTORY (Most recent job first) – Please continue on a separate sheet if necessary
PLEASE INCLUDE EXPLANATIONS FOR ANY GAPS IN EMPLOYMENT HISTORY.

Job 1 From:	To:	Salary:
Name & Address of employer:		
Title & Duties:		
Reason for leaving:		
Job 2 From:	To:	Start/End Salary:
Name & Address of employer		
Title & Duties		
Reason for leaving		
Job 3 From:	To:	Start/End Salary:
Name & Address of employer		
Title & Duties		
Reason for leaving		
Job 4 From:	To:	Start/End Salary:



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Name & Address of employer		
Title & Duties		
Reason for leaving		
Job 5	From:	To:
		Start/End Salary:
Name & Address of employer		
Title & Duties		
Reason for leaving		

DECLARATION OF ANY CONFLICT OF INTERESTS: As Save the Family staff work with vulnerable adults and children, it is important to identify whether job applicants have a conflict of interest in working alongside any of our residents. Is there anything that you feel might be a conflict of interest?

CRIMINAL RECORD: Please note any criminal convictions, except those 'spent' under the Rehabilitation of Offenders Act 1974. **If none, please state.** Employment is dependent upon obtaining satisfactory basic / enhanced disclosure from the Disclosure & Barring Service / Scottish Criminal Records Office.



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DO YOU HAVE A CURRENT DISCLOSURE FROM THE DBS? If so, please state the level of the disclosure (Standard Check, Enhanced Check, Enhanced Check with Children and/or Adult barred list check)

DBS UPDATE SERVICE MEMBERSHIP: Are you a member of the DBS Update Service?

Yes []

No []

If answered 'yes' to the above, please can you sign below to confirm that Save the Family have your permission (should you be offered a position), to use your current, original DBS certificate to carry out an online check for any additional information since its date of issue.

If answered 'no' to the above, please also sign below to confirm that if appointed for the position, you will join the update service (a cost that will be reimbursed by Save the Family for each year of employment). **Please note that it is a requirement for all Save the Family employees, having had DBS enhanced disclosure checks from 17th June 2013, to sign up to the update service.**

Signed: _____

Date: _____

Print name: _____



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REFERENCES

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Please list the names, positions, emails, address and telephone numbers of two referees. **References should be from employers, or ex-employers. Family member references are not acceptable. If the role involves working with children, at least one reference from a previous employer where the role involved working with children should be provided.**

Name:	Name:
Position:	Position:
Email:	Email:
Address:	Address:
Telephone number:	Telephone number:
Preferred method of communication:	Preferred method of communication:
Email []	Email []
By post []	By post []
Please state below if you do not want us to contact your referees without your prior agreement.	Please state below if you do not want us to contact your referees without your prior agreement.

DECLARATION (Please read this carefully before signing the application form)

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that should my application be successful in this application, Save the Family will apply to the Disclosure and Barring Service / Scottish Criminal Records Office for an enhanced disclosure (with this, Adult/Child Barred Lists are checked for any information). I understand that should I fail to meet this requirement, or the disclosure is not satisfactory to Save the Family, then any offer of employment will be withdrawn or terminated. Similarly, I understand that if references provided are not deemed satisfactory by the Charity, any offer of employment will be withdrawn or terminated.

Signed: _____

Date: _____

Print name: _____