



## APPLICATION FORM

Please type or use black ink to complete this form.

### PERSONAL DETAILS & CONTACT INFO:

Title \_\_\_ First name/s \_\_\_\_\_ Surname \_\_\_\_\_

Previous name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Lived at this address since \_\_\_\_\_ Home phone \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ National Insurance no. \_\_\_\_\_

### TITLE OF POSITION APPLIED FOR:

**EMPLOYMENT:** Please list your current or most recent job, and the jobs you have done over the past *10 years*. Please explain the reason for any breaks in employment. If you have been out of work for a period tell us about any relevant voluntary work. *If necessary continue on a clearly marked separate page.*

Current situation:  Employed  Self-employed  Unemployed  Retired  
(please tick)

Employer's name, address + postcode	Job title + description	Reason for leaving	Dates from / to

**EDUCATION & TRAINING:** Please include any education/training/qualifications you have undertaken relevant to the job for which you are applying. Also list the last school/college/university you attended and highest level of qualifications gained. If necessary continue on a clearly marked separate page. *Original certificate/s must be produced at interview stage if relevant to the job for which you are applying.*

Subjects / course	Level eg. NVQ 4, degree etc and Grade(s)	Institution name and address	Dates from / to

**RELEVANT EXPERIENCE, SKILLS AND ABILITIES:** Please consider the job description/person specification and explain how your experience, skills and abilities make you suitable for this job. *NB. This box is continued over the page.*

**RELEVANT EXPERIENCE, SKILLS AND ABILITIES *CONTINUED***

**PROFESSIONAL MEMBERSHIPS:** Please list any professional bodies to which you belong and the date you joined.

**ETHOS:** Please tell us how you are sympathetic to the Christian background of the project and how you would uphold Korban's Christian ethos?

**STRENGTHS AND WEAKNESSES:** Please tell us about your strengths and weaknesses and how they might relate to this role.

**MOTIVATION:** Please say why you want to work for Korban and what you feel you can offer to young people

**LIFE PASSIONS:** What are you passionate about and why?

**LEISURE & HOBBIES:** What you do in your free time and how do you relax?

**ELIGIBILITY TO WORK:** According to the Asylum and Immigration Act 1996, we are required to ensure you are legally entitled to work in the UK (please circle as appropriate).

Are you eligible to work in the UK? YES/NO                      Do you need a work permit/visa? YES/NO

*If short listed for an interview you will be required to bring the appropriate paperwork with you.*

Have you ever had an offer to work with children or young people declined?

YES/NO (please circle as appropriate) *If yes, please give details.*

Do you suffer, or have you ever suffered, from any illness or condition which may directly affect your work with children or young people? YES/NO (please circle as appropriate)

*If yes, please give details.*

Please use this space to tell us about anything which you haven't already and which may affect your application.

**REFERENCES:** Please give details below of 2 referees who know you well, their contact details, role and relationship to you which must not purely be a friend or family member.

You must include your current or most recent employer.

We reserve the right to take up additional references from any other individuals deemed necessary.

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Role/relationship to you \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Role/relationship to you \_\_\_\_\_

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES/NO (circle as appropriate) *If yes, please give details & dates.*

Has there ever been any cause for concern regarding your conduct with children or young people? YES/NO (circle as appropriate) *If yes, please give details.*

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?

YES/NO (please circle as appropriate) *If yes, we will need to discuss this with you.*

Because of the nature of our work with young people/vulnerable adults, all applicants who are offered an appointment will be required to submit to a criminal records check before the position can be confirmed. You will be required to apply for an Enhanced Disclosure through the DBS. As the posts are exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Code of Practice and our own procedures are available on request for you to read.

A criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

**Please would you complete the attached voluntary disclosure form and place it in a separate sealed envelope marked "CONFIDENTIAL". You can enclose this with the application form or post separately.**

**If you would like to discuss any aspects of this procedure please contact Mark Wood at Korban.**

***NB. If you already hold a current Enhanced Disclosure/DBS check please bring it with you to interview.***

***GDPR: Please note the information given on this form will form part of the contract of employment for successful candidates. Under the GDPR the information you give us will only be used for the purpose of personnel management, or to fulfil legal or regulatory requirements. We may contact other relevant organisations to check factual information you give on this application form. The information will be stored securely by us and/or our data processors, manually/electronically. If you are unsuccessful, we may ask to retain your details for 6 months. If you agree, we would proactively contact you if any suitable vacancies arise.***

### **DECLARATION:**

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form could result in my application being taken no further, an offer of employment being withdrawn, or disciplinary action leading to dismissal being taken (if employment has commenced). I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE EMAIL YOUR COMPLETED APPLICATION TO [michelle@korban.org.uk](mailto:michelle@korban.org.uk)**

**OR POST TO: Michelle Percival, Bethany Place, St Anne's Vicarage, Compton Rd, Colchester, CO4**

## **NOTES: WORKING WITH YOUNG PEOPLE & VULNERABLE ADULTS**

*The Disclosure of an offence may not prohibit employment. Because of the nature of the work for which you are applying, this position is 'exempt' from the Rehabilitation of Offenders Act 1974, so you are required to declare:*

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found <https://www.gov.uk/government/collections/dbs-filtering-guidance>.*

*As an organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS.*

*Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the DBS barred lists (previously called ISA barred lists) where that employment involves regular contact with young people under the age of 18 and vulnerable adults.*