# bibic Application Form

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| Application for the post of:  Where did you hear of this vacancy? | | | | | | |
| 1. **PERSONAL DETAILS:** | | | | | | |
| First Names:  Last Name:  Evening Telephone:  Daytime Telephone:  Email: | | | Mr Mrs Miss Ms other  Can we contact you at work?  Time when available: | | | |
| Address:  Postcode: | | | | | | |
| **2. EDUCATION (Most recent first)** | | | | | | |
| Dates:  From - To | Schools, Colleges, Universities  (Name and Address) | | | | Formal Qualification Obtained  (Degree, A Level, NVQ etc) | |
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| **3. VOCATIONAL QUALIFICATION AND TRAINING:**  **(Please list vocational qualifications and training undertaken which are relevant to this post)** | | | | | | |
| Courses and Qualifications:  Details of memberships of any technical/professional associations: | | | | | | |
| **4. EMPLOYMENT RECORD (Start with most recent position)** | | | | | | |
| Dates:  From - To | | Employer/Organisation  Name & Address | Job Title | | | Reason for leaving |
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| **5. SUPPORTING STATEMENT – Maximum of two pages**  **Please read the person specification carefully and identify relevant skills, experience and abilities against the appropriate selection criteria.** | | | | | | |
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| **SUPPORTING STATEMENT Continued** | | | | | | |
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| **6. REFERENCE:**  **Please give the name and address of two people who can provide an assessment of your suitability for this post. These should be your current and most recent employers.** | | | | | | |
| Name:  Address:  Telephone Number:  Capacity in which known to you.    Can we contact them prior to interview? | | | | Name:  Address:  Telephone Number:  Capacity in which known to you.  Can we contact them prior to interview? | | |
| **7. FURTHER INFORMATION:** | | | | | | |
| * Please give details of any dates between when you will not be available for an interview * Full driving licence: Yes/No * Endorsements: Yes/No * If yes give dates and details: * Are you able to fly abroad if required? Yes/No * Do you hold a UK passport? Yes/No * Are you willing to work overtime and weekends if required? Yes/No * Have you ever worked for bibic before? Yes/No * Are you related to any bibic employee or Trustee? Yes/No | | | | | | |

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| **8. SICKNESS ABSENCES**  **Please detail all sickness absences in the last 2 years, dates and reasons:** | |
| Date: | Sickness: |
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**The exemptions to the Rehabilitation of Offenders Act 1974 require that all spent or unspent convictions must be declared by applicants for posts within bibic. You may, therefore, also be required to undergo a Disclosure and Barring check and to reveal the results of this check to bibic. We will not use information obtained through any of the available certificates to discriminate unfairly against those with convictions irrelevant or unrelated to the application in hand. (In this instance bibic will refund to you the fee payable for such a check).**

**However, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. If you are unsure as to anything that you might need to disclose you should study that guidance.**

**Child sex offenders will never be given a job at bibic, but all other convictions will be given careful consideration in the context of the overall application and will not automatically disqualify the candidate from being appointed.**

**You are requested to put the declaration (please see separate sheet) in a sealed self-addressed envelope with your name on the front. You are also required to complete the attached “Safeguarding Children and Young People” form and place in the same sealed envelope. It will only be opened if you are at the point of being short-listed. All others will either be destroyed by us without opening or if you wish to have the envelope returned intact to show it has not been opened then you need to enclose a stamped addressed envelope.**

**9. DECLARATION OF CONVICTIONS**

Have you ever been convicted of a criminal offence, as per the definitions above? Yes/No

(Declaration subject to the Rehabilitation of Offenders Act 1974)

Are you subject to any pending prosecutions? Yes/No

If the answer is YES, please giving details of date(s), of offences(s) and sentences(s) passed or pending prosecutions, which are not spent on separate sheet.

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| NOTE:  If you knowingly give any false information, or withhold any information, if you have been appointed, this may lead to your appointment being withdrawn or to dismissal.  If you are made a job offer, bibic reserves the right to confirm the basis of any information brought to its notice, relevant to this application. This will include approaching any former employers, whether proposed as referees.  All information will be kept in accordance with the requirements of the Data Protection Act 1984.  DECLARATION:  I declare that to the best of my belief; the above information is correct.  I agree to undertake a medical examination by a GP if necessary, and a Disclosure and Barring Service check. Our written policy on the recruitment of ex-offenders is available on request.  I agree that any offer of employment will be subject to satisfactory references.  Signature of Applicant Date |

Safeguarding Children and Young People Form

1. Previous Surnames:

2. Date of Birth: 3. Gender:

4. Place of Birth (Town/county AND Country):

5. How long have you lived at your present address:

Years: Months:

6. Details of professional registration number e.g. CCETSW, DfES, (or other professional body if appropriate):

State name of awarding body:

7. Are you disqualified from working with children and young people, either through a court imposed disqualification order or through your inclusion on either the Department of health or Department for Education and Skills Lists of those banned from working with children or the PECS Register? Yes/No

If yes, please give details

8. Are you subject to any pending disciplinary action, complaints or investigations in your current employment? Yes/No

If yes, please give details

9. Has a previous employer ever taken disciplinary action against you? Yes/No

If yes, please give details

10. Has a previous employer dismissed you? Yes/No

If yes, please give details

11. *The purpose of the following question is solely to assess whether candidates pose a risk to children. If, for any reason, you answer yes to this question, it will not automatically rule you out of the selection process. You will have the opportunity of fully discussing the circumstances with us at a face to face meeting.*

Have you OR a member of your family living with you OR a person not related to you but living in your home, been the subject of a child protection investigation or enquiry either currently or in the past? Yes/No

If yes, please give details

12. Can you confirm that the referees you have given on your application form are:

1 Your current or most recent employer Yes/No

2 A person or persons able to give a professional opinion about your work/studies etc.

Yes/No

If no, please give details:

**DECLARATION:**

**I am committed to the aims and objectives of bibic in protecting and safeguarding children and young people from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this to bibic. I declare that the information I have given on this form is correct.**

**Signed:**

**Date:**