# Employment Application Form

**You must complete all sections on this form. Failure to do so may result in a delay processing your application.**

**A CV can be submitted with your application but will not be accepted on its own.**

*If you have a disability which makes it difficult to complete this document or participate in any part of our recruitment process, please contact us and we will be happy to discuss reasonable adjustments which can be made to assist you.*

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| What position have you applied for? |  |
| Where did you see this post advertised or hear about this vacancy? |  |

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| **ABOUT YOU** |
| Title:  | First Name:  | Surname: |
| Address: |
| County: | Postcode: |
| Home phone: | Mobile: |
| Email address: |
| Do you have the right to work in the UK? YES [ ]  NO [ ]   |
| Do you hold a full current UK Driving Licence? YES [ ]  NO [ ]  |

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| **EMPLOYMENT HISTORY** |

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| **YOUR CURRENT EMPLOYER** |
| Name and Address of Employer |  |
| Job Title |
| Start Date |  | Finish Date(If applicable) |  |
| Notice Period |  |
| Reasons for seeking other employment |  |

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| **PREVIOUS EMPLOYERS** |
| Please list below all of your employment and voluntary roles, in chronological order, starting with the most recent first. Please include any gaps, giving full reasons, including those outside of employment. |
| Name and Address of Employer | Job Title and Brief Description of Responsibilities | Dates From/To(Month & Year) | Reason for Leaving |
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| **EDUCATION**Please provide details of all education from the age of 11 years. |
| Name of School, College or University | Dates From/To(Month & Year) | Subjects and/or Qualifications Gained |
| From | To |
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| **OTHER QUALIFICATIONS AND TRAINING** |
| Name of Training Course or Qualification | Date course completed or qualification awarded | Qualification Gained(If applicable) |
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| **IT Skills**Please list below the software you can use and your level of ability.  |
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| **ADDITIONAL INFORMATION** |
| Use this section to tell us your reasons for applying for the role, why you believe you are suitable and any other relevant experience to support your application. Please include any experience you may have had with fostering or childcare.  |

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| **REFEREES** |
| Please provide full details including email address and telephone number of your current or most recent employer plus one other, which may be a previous employer or personal referee if you wish, but not someone related to you. ***Please note if you are successful following interview, we are obliged to contact all employers where your duties have involved working with children or vulnerable adults in the last ten years, to verify the reason the employment ended in accordance with the Fostering Services (England) Regulations 2011.*** |

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| **Current Employer** |  |
| **Name** |  |
| **Position** |  |
| **Email Address** |  |
| **Full Address** |  |
|  **Tel No.** |  |

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| **Second Referee** |  |
| **Name** |  |
| **Position** |  |
| **Relationship To You** |  |
| **Email address** |  |
| **Full Address** |  |
| **Tel No.** |  |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

Due to the nature of By the Bridge with Cambian’s work with children, we use the Disclosure and Barring Service (DBS) to carry out an enhanced check on all persons offered employment by By the Bridge with Cambian.

Have you ever been convicted, charged or prosecuted for an offence? Yes [ ]  No [ ]

*Answering yes will not necessarily preclude you from employment, but we will discuss the matter with you and we shall risk assess your suitability based on our discussions.*

If yes please give details.

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**Data Protection Act**

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for 12 months and then destroyed. If you are a successful candidate, this form and information on it will be used as part of your personnel record. Disclosures will only be made for payroll and personnel administration procedures.

**Declaration**

Signature of this document indicates that you have read the job description and any other information issued relating to the vacancy and can comply with its requirements. In addition it indicates that all the information given by you is accurate. Incomplete or misleading information may, on discovery, result in dismissal.

Signature: Date:

***If returned by email, please use electronic signature***

Please note: The successful applicant will be required to provide a recent photograph in accordance with The Fostering Services (England) Regulations 2011.

**Please upload your application form via the relevant job advert at** [**www.bythebridge.co.uk**](http://www.bythebridge.co.uk)**.**

**A member of the HR team will be in touch with you shortly after the closing date. If you have any queries regarding your application please contact a member of the HR team on 0845 450 9944**

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| **Dept:** Human Resources | **Doc. Ref. No:** F-10.3 |