

Employment Opportunity

Application Form

**IMPORTANT: You must complete all parts of the application form. We do not accept CVs on their own, or if sent with an application form.**

Please email your completed Application Form to: [**recruitment@childdynamix.co.uk**](mailto:recruitment@childdynamix.co.uk)

Or send to: Child Dynamix, 95 Preston Road, Hull, HU9 3QB.

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| **Application for the post of:** | | |  |
| **Location of the post you are applying to:** | | |  |
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| **Section 1 - Personal Details** | | | | |
| Title: e.g Mr, Mrs, Ms, Miss etc | First/other names: | Address:  Post Code: | | |
| Surname: | |
| Previously known as: | | National Insurance Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Do you require a work permit?  Yes /No    If you already hold a work permit when  does it expire: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | |
| E-mail address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**For Office Use Only:**

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| Candidate Reference Number: |  |
| Date Received: |  |

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| **Section 2 - General Information** | |
| Are you related to any Child Dynamix member of staff or Trustee?  If Yes, give Name, Position and Relationship. | Yes/No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are successful, will this be your only job?  If No, state weekly hours and nature of additional work. | Yes/No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What periods of notice are you required to give?  *OR*  What is the earliest date you could start, if offered the job? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 3 – References** | | | |
| Please give details of two referees. **One must be your current or, if currently unemployed, your most recent employer**, and should not be a family member unless they are either your current or previous employer.  **If you do not currently work with children or vulnerable adults but have done so in the past, you must provide a reference from your most recent employer who employed you to work with children or vulnerable adults. (If relevant for the job you are applying).**  If you have never been employed, please give details of two people who know you well, but are not family members, such as community or voluntary group members/leaders. | | | |
| **Current or most recent employer:** | | **Second reference:** | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Organisation and Position:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Organisation and Position:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| How do you know them?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | How do you know them?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Post Code:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tel:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Post Code:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tel:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | E-mail address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Please note references will be sought *before* interview for all shortlisted candidates; please contact us if you do not wish us to do so.** | | | |

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| **Section 4 - Details of present or (if unemployed) your last job** | | |
| **Please read the person specification. This part of the application form will be used to assess how you meet the requirements for the job.** | | |
| Are you currently unemployed? Yes/No  If yes, please give your reason(s) for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Name and address of Employer and contact details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Grade: \_\_\_\_\_\_\_\_\_\_  Salary: \_\_\_\_\_\_\_\_\_\_ | Employed from: \_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_ |
| Give a brief description of your present, or (if unemployed) your last job: | | |

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| **Section 5 - Details of all previous employment**  **Please read the person specification. This part of the application form will be used to assess how you meet the requirements for the job. Start with your most recent job (please give reasons if there are periods when you haven’t worked).** |

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| Name and address of employer and contact details | Job title | Salary/Grade | Dates employed | | Brief job details | Reason for leaving |
| From | To |
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| ***Important:*** Continue any section on a separate sheet if necessary but please ensure that your National Insurance number is entered on the top right of the sheet. **Do not put your name on continuation sheets. You must complete all parts of the form.** | | | | | | | |

**Section 6 - Relevant skills, qualifications and training**

Please give details of all qualifications obtained and training received

**(Refer to the person specification)**

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| **Educational and Vocational Qualifications** | **Level** | | **Grade** | | **Date obtained** |
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| **Professional Qualifications/Membership of Professional Bodies** | **Grade/Class** | | | | **Date**  **obtained** |
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| **Relevant Training and Development**  **(Specify valid dates for statutory training e.g. first aid)** | | | | | **Date** |
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| **Section 7 - Driving licence/car/motorcycle ownership** | | | | | | |
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| Do you have a full current driving licence? | | Yes | | No | | |
| Do you have full access to a car/motorcycle? | Car | Yes | | No | | |
|  | M/c | Yes | | No | | |
| If you have any current penalty points please give details in the space below: | | | | | | |

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| **Section – 8 Personal Statement**  **Please state why you think you are suitable for this job.** |
| Please describe what relevant qualities you can bring to this job. It is important that you refer to the Person Specification for the position you are applying for, giving both work and non-work examples as appropriate, as to how you meet the requirements of the job. |
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| **Relevant experience:** |
| **Skills:** |
| **Knowledge:** |
| **Interpersonal/Communication Skills:** |
| **Competencies:** |
| **Further information to support your application:** |
| ***Important:*** Continue any section on a separate sheet if necessary but please ensure that your National Insurance number is entered on the top right of the sheet. **Do not put your name on continuation sheets. You must complete all parts of the form.** | |

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| **Section 9 - Declaration** | | | |
| In submitting this application (whether signed or not) I declare that I am the person referred to on the form and that the information I have given in all parts of this application is true, complete and correct and authorise Child Dynamix to contact any current or former employers at the appropriate stage to confirm the details provided.  **I understand that if I give incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary proceedings likely to result in my dismissal from the employment.**  In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as you shall request to evidence my right to work.  I also agree to the information contained in this application being processed under the Data Protection Act, 1998, for the purposes specified on page eleven of this form, for statutory returns and in relation to forming any contract of employment. | | | |
| **Signed:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |
| **IMPORTANT: You must complete all parts of the application form. We do not accept CV’s on their own, or if sent with an application form.**  **Please return your application to :**  Lisa Darnell - Head of Finance and Human Resources, Child Dynamix, 95 Preston Road, Hull, HU9 3QB  Or via email to [**recruitment@childdynamix.co.uk**](mailto:recruitment@childdynamix.co.uk) | | | |

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| **Section 10 - Equal Opportunities in Employment – Monitoring** | |
| **IMPORTANT: Please read the notes on the next page before completing. This form is *not* part of the selection process. Please complete in full.** | |
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| **General:** | **What is your ethnic group?** |
| How did you first find out about this job, where did you see the job advertised?  \_\_\_\_\_\_\_\_ | a) White  *Please tick*  British    Irish  Any other White background  (*please write in)* |
| **Current employment status:** | b) Mixed *Please tick*  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background  (*please write in)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Are you currently in paid work?**  Yes/No |
| **If no, how long have you been**  **unemployed?**  Less than 6 months  Between 6 and 18 months  More than 18 months |
| **Do you have sole responsibility for a child**  **under the age of 16?** Yes/No | c) Asian or Asian British *Please tick*  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background  (*please write in)* |
| **Would this job be a promotion?**  Yes/No |
| **Do you work for Child Dynamix?** |
| Yes/No |
| **What is your gender?** | d) Black or Black British *Please tick*  Caribbean  African  Any other Black background  *(please write in) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| Male/Female |
| **Is your gender identity the same as the**  **gender you were assigned at birth?**  Yes/No |
| What is your date of birth? \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ DD/MM/YYYY) | e) Other Ethnic Group *Please tick*  Arab  Gypsy/Romany/Irish Traveller  Any other  *(please write in) \_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Do you consider yourself to be disabled?\***  Yes  No  *(\*see definition of disability on the attached guidance of this page)* |
| **Application form submission:**  Please return all parts of this form by the  closing date stated in the advert to:  **Lisa Darnell**  **Head of Finance and Human Resources**  **Child Dynamix**  **95 Preston Road**  **Hull, HU9 3QB**  **01482 221425**  [**recruitment@childdynamix.co.uk**](mailto:recruitment@childdynamix.co.uk) | **What is your sexual orientation?** |
| Bisexual  Heterosexual/straight    Gay man  Prefer not to say  Gay woman/Lesbian  Other |
| **What is your faith or belief?** |
| Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Prefer not Any other  to say  faith or belief  *(please write in)* |

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| **Candidate Reference Number:**  *(for office use only)* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Monitoring Form Guidance** | |
| **What are we trying to achieve?**  Child Dynamix is committed to achieving fairness and equality in employment. No job applicant or employee will be treated less favourably or disadvantaged, either directly or indirectly, on the grounds of disability, age, ethnic origin, faith or belief, gender, sexual orientation or any other unjustifiable reason.  **Why do we ask for information?**  Our recruitment and selection policies and procedures are reviewed regularly to ensure that all applicants are selected according to their merits and abilities. We use the information to check to what extent the people who apply to us for jobs, or who get jobs with us, are representative of the local community. This in turn helps us to judge whether our recruitment processes are fair and equally open regardless of background. Monitoring helps us to develop future initiatives and to overcome discrimination. It is, therefore, important that you complete the monitoring form in full.  **What happens to the form?**  The form will be separated from your application and will not be passed on to anyone involved in short-listing, selection or appointment for the job for which you are applying. It will be stored securely and confidentially. If you are unsuccessful, this will be stored for a period of one year and then confidentially destroyed. Should you be successful the data will be held on your personal file and electronically for future workforce monitoring purposes. | |

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| **Disabled Applicants** |
| Under the Disability Discrimination Act, 1995, a disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.  We ask whether you are disabled for considering what reasonable adjustments you may need to carry out the duties of the job. If you are successful, every effort will be made to supply any necessary adaptations, employment aids or equipment. Where driving is an essential requirement of the job and you have a disability that prevents you from driving a motor vehicle, reasonable adjustment will be considered.  If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of re-designing the job to remove that particular barrier. |

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| **Section 11 - CRIMINAL RECORD INFORMATION** | | | | | | | | | |
| **IMPORTANT – Please read carefully** | | | | | | | | | |
| **Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts within the organisation are subject to a satisfactory enhanced DBS check. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check.** | | | | | | | | | |
| Do you have any criminal record information to disclose?  Yes/No | | | | | | | | | |
| If Yes, please give details in the appropriate sections(s) below: | | | | | | | | | |
| **UNSPENT CONVICTIONS** | | | | | | | | | |
| **Nature of Offence** | **Date of Offence** | **Sentence/Order** | | **Date of Sentence/**  **Order** | | **Location of Court** | | **Full name at time of Offence/**  **Sentence/Order\*** | |
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| **PROSECUTIONS PENDING:** | | | | | | | | | |
| **Nature of Alleged Offence** | | | **Date of Alleged Offence** | | **Court Date**  (if known) | | **Location of Court** | | **Full name at time of Alleged Offence\*** |
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| **SPENT CONVICTIONS (including cautions, reprimands and final warnings):** | | | | | |
| **Nature of Offence** | **Date of Offence** | **Sentence/Order** | **Date of Sentence/**  **Order** | **Location of Court** | **Full name at time of Offence/**  **Sentence/Order\*** |
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| **\*if different from the name you are using now** | | | | | |
| **Declaration**  **I declare** that I have read the Disclosure of Criminal Record Information Guidance notes. I have provided all the information required by Child Dynamix for the job for which I am applying.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** | | | | | |

**If a candidate submits an application electronically they will be required to sign the form at a later date if a job offer is made.**

**Data Protection**

We collect personal data about you. This data either, comes directly from you, or from a third party such as a previous employer. We then store this data securely.

The data, which we may keep about you, includes:

* Your name
* Your address
* Your telephone number
* Your date of birth
* Your national insurance number
* Your educational history (including qualifications)
* Your work history
* Details of your physical or mental health
* Details of any convictions, alleged offences (if relevant), criminal proceedings, outcomes and sentences
* Results of literacy, numeracy [and vocational] assessments
* Details of your family life including next of kin or emergency contact
* Details of your financial situation (e.g. State benefits and allowances that you receive)
* Your racial or ethnic origin

This data is held securely within the personnel department both in hard copy and electronic copy. Our staff use this data for job matching and placing purposes, to compile reports and statistics that comply with contractual requirements and for general administration purposes (e.g. correspondence by letter).

It may be disclosed it to third parties, such as prospective employers, local council authorities for pension and payroll purposes, Benefits Agency, Health Authority and ESF Funding Bodies. Please note data will not be disclosed to any commercial agency.

We will give you a copy of the data, which we hold about you upon application in writing.

A list of third parties to whom we have disclosed personal data about you is available upon request. Please be aware that all information held is only available to and handled by authorised members of staff.

Child Dynamix is registered under the Data Protection Act 1998. I consent to the collection and use of my data as set out above.

Signature: …………………………………………………

Print Name……………………………………………….. Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_