**BLESSED WILLIAM DAVIES PLAYCLUB**

# **APPLICATION FOR EMPLOYMENT**

(Registered Charity Number 1179548)

### Post applying for: ………………………………………………………………..…………………

We are committed to a policy of equality of opportunity. All applications will be considered as long as this form is completed. Please complete this application form in **black ink**, even if you are sending supplementary information.

## Personal details

Last name …………………………………………………………………………………………...…..

Other names ………………………………………………………………………………………..…..

Address …………………………………………………………………………………………….……

…………………………………………………………………………………………………….………

Postcode ………………………………………

Telephone No …………………………………

|  |  |
| --- | --- |
| **Religious denomination/Faith** |  |

**Previous/most recent employment**

Name of employer………………………………………………………………………………………

Address ………….………………………………………………………………………………………

Post held ………………………………………… from (month/year)…………….... to …….…......

Please outline your main duties:

**Past employment**

Please provide details of all your previous work experience. This can include any unpaid or voluntary work that you may have undertaken. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: | From: | To: | Post held and brief outline of duties: |
|  |  |  |  |

**Qualifications (academic/professional)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools, colleges, universities: | From: | To: | Brief details of courses: | Grade: |
|  |  |  |  |  |

**Details of any relevant training (including any short courses)**

**Additional information**

After reading the job description, please say why you are applying for this post. Highlight any knowledge, experience or skills you consider relevant to this position. Please include any skills or experience that may have been gained through voluntary work, unpaid work, community activities or through life experience.

**References**

You are required to give the names and addresses to whom reference can be made in support of your application from your last two employers.

Relatives, partners, elected Members, or any member of the school Governing Body, MUST NOT be nominated as referees. To do so will disqualify the applicant for the appointment.

Character references will only be accepted where the candidate has just left school or has not been employed in any capacity.

References will normally be sought prior to interview. If you have any objections to references being sought at this stage, please circle as appropriate. **YES / NO**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name:** |  |
| **Address:** |  |
|  |
| **Postcode:**  |
| **Telephone No:** |  |
| **Email:**  |  |
| **Why chosen as a referee?** |  |
| **2.** | **Name:** |  |
| **Address:** |  |
|  |
| **Postcode:**  |
| **Telephone No:** |  |
| **Email:**  |  |
| **Why chosen as a referee?** |  |

Have you had a Disclosure and Barring Service (DBS) check? Yes / No

Have you ever been convicted of a criminal offence or subject of criminal charges? Yes / No

If yes, please provide details …………………………………………….....................................

…………………………………………………………………………………………………………

NB Offences deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared

Have you been disqualified from working with children? Yes / No

Have you ever been disqualified from keeping foster children, had a child removed from your care or put on the child protection register? Yes / No

Do you live with anyone who is disqualified from caring for children? Yes / No

Failure to report a child protection concern may mean disciplinary action will be taken (Reg. 17 (1) (b))

Do you suffer from any physical or mental illness which may affect your ability to work with children? Yes / No

Before a formal offer of appointment is made, we will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of educational qualifications and a copy of their birth certificate.

I certify that the information given in this form or accompanying this form is correct.

Signature:………………………………………..…………………Date:………….………………….

You may include further documentation to support your application if you wish. However, you must complete this application form as we do **NOT** accept stand-alone CVs.

Please return the completed form to:

**The Manager**

**Blessed William Davies Playclub,**

**Bodnant Crescent, Llandudno, LL30 1LL**

Please note that appointment will be subject to receipt of satisfactory references, a DBS check, right to work in the UK check, and completion of a six-month probationary period.

**Confidential**

**Recruitment Monitoring Form**

Blessed William Davies Playclub is working to become an equal opportunities organisation. We would like to monitor the effectiveness of our equal opportunities policy on the recruitment and employment of staff and volunteers.

If you are invited to attend for interview or take up employment and require special arrangements, please give details below:

………………………………………………………………………………………………….………..

………………………………………………………………………………………………….………..

………………………………………………………………………………………………….………..

We would find it helpful to receive some additional information from you. The information is not compulsory. We would like to assure candidates that:

* Your application or employment will not be affected if you do not return the form.
* The information will only be used for record-keeping.

**Please complete the next form, if applicable, and return with your application form.**

***Thank you***

Position applied for: ………………………………………………………………………………..…

I would describe my ethnic origin as:

 Afro-Caribbean Asian

 Chinese Vietnamese

 UK Other European

 Other White

Name (in block capitals please)

I would describe myself as: (please circle)

 Male Female

 I have a disability I do not have a disability

My age is between:

 16-24 25-34 35-44

 44-54 55-64 Over 64

Source of advertisement:

Newspaper (which) …………………. Notice board (where) …………………

Job Centre Newsletter (which) ……………….……

Other source: …………………………………………………………………………..

I give my consent to **Blessed Williams Davies Playclub** to hold the data in the equal opportunities section of this form.

Signature of applicant………………………………………..….Date: ………………………………

***Thank you for completing this form***