**The Amicus Community Application Form**

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| **POSITION APPLIED FOR** |  |
| **TYPE of EMPLOYMENT** | **FULL TIME** | **PART -TIME** | **BANK** *(Zero Hour Contract)* |
| **DATE OF APPLICATION**  |  |

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| **PERSONAL INFORMATION**  |
| **SURNAME** |  | **FIRST NAME/S** |  |
| **TITLE** |  | **NI NUMBER** |  |
| **HAVE YOU BEEN KNOWN BY ANY OTHER NAME/S?****If yes, please provide details below** |  |
| **OTHER SURNAMES KNOWN BY (and dates used)** |  |
| **OTHER FIRST NAMES KNOWN BY (and dates used)** |  |
| **DO YOU SUBSCRIBE TO THE DBS UPDATE SERVICE?** | Certificate Number: |
| **IF YES - DO YOU CONSENT TO AMICUS CARRYING OUT AN UPDATE SERVICE CHECK?**  | **YES** **NO** |

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| **HOME ADDRESS***(Including full postcode))* |  |
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| **CONTACT NUMBERS** | **HOME** | **MOBILE** | **WORK** |
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| **E-MAIL** |  |
| **MAY WE CONTACT YOU AT WORK?***(Delete as Appropriate)* | **YES** **NO** |

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| **WERE YOU INTRODUCED TO AMICUS BY A CURRENT STAFF MEMBER?** *(Delete as Appropriate)* | **YES** **NO** |
| **IF YES, PLEASE GIVE THEIR NAME**  |  |

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| **EDUCATION & QUALIFICATIONS – Secondary, Further & Higher Education***Please also include details of current study, if applicable. Add more lines or continue on a separate sheet if necessary* |
| **SUBJECT** | **QUALIFICATION GAINED** | **NAME OF SCHOOL, COLLEGE, UNI** | **GRADE** | **DATES** *(From and to)*  |
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| **PLEASE LIST ALL TRAINING ATTENDED RELEVANT TO PERSON SPECIFICATION** |
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| **PROFESSIONAL QUALIFICATIONS***Proof of Professional qualifications / membership will be required* |
| **PROFESSIONAL BODY** | **QUALKIFICATION / MEMBERSHIP GRADE** | **DATE ACHIEVED** |
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**Employment History**

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| **CURRENT or MOST RECENT EMPLOYER** |
| **NAME OF EMPLOYER** |  |
| **FULL POSTAL ADDRESS***(Including full postcode)* |  |
| **TELEPHONE CONTACT** |  |
| **E-MAIL CONTACT** *(required)* |  |

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| **POSITION HELD** |  |
| **MAIN DUTIES**  |  |
| **FROM** *(Month / year)* |  | **TO** *(month / year)* |  |
| **REASON for LEAVING** |  |
| **FINAL SALARY** |  |
| **ANY BENEFITS?** |  |
| **Please Describe your current / most recent employment, highlighting your duties, responsibilities, skills & experience gained relevant to the post for which you are applying. If you are a school or college leaver, please include any holiday or unpaid work** *(The box will expand as you type)* |
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| **HOW MUCH NOTICE DO YOU NEED TO GIVE YOUR EMPLOYER?** |  |

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| **EMPLOYMENT HISTORY – START WITH YOUR MOST RECENT POST FIRST***This* ***MUST*** *include all employment (paid or otherwise) as well as explanation for any gaps (such as travelling / raising children / college), covering since you left full time education and include dates with* ***BOTH*** *month and year.* *Continue on a separate sheet if necessary* |
| **Name & Address of Employer** | **Position Held** | **Main Duties**  | **From***(month/year)* | **To***(month/year)* | **Final Salary** | **Reason for Leaving** |
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**Ability to Meet Essential Criteria for the Post**

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| *The Job Description details the key areas of responsibility and tasks involved. The Person Specification details key areas of knowledge, experience and skills, some of which are essential.* *Please demonstrate in this section how you meet the Person Specification requirements and also why you are applying for the role, what skills and qualities you can bring to the role and please say something about your own personal development and the key influences that have contributed to making you the person you are.* ***Shortlisting will depend on how well you demonstrate your ability to meet these criteria.*** ***Continue on a separate sheet*** *if necessary. Please note that any extra sheets are numbered, include your name and job position applied for, and are securely attached to your application form* |
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**References**

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| *The Amicus Community will approach the referees for Shortlisted candidates only. Please give details of 2 employment based referees,* ***one being your current or most recent employer****, and also someone as a character reference who we can approach, who can comment on your suitability for the post which you have applied for.* ***The Amicus Community reserves the right to contact any of your previous employers.*****(Please note the email addresses of referees are required as this is how we contact them and follow up then with verbal verification also)**  |

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| **NAME OF CURRENT / MOST RECENT EMPLOYER** |  |
| **JOB TITLE** |  |
| **FULL ADDRESS** |  |
| **TELEPHONE CONTACT** |  |
| **E-MAIL *– (required)***  |  |
| **IN WHAT CAPACITY DOES THIS PERSON KNOW YOU?** |  |
| **CAN WE APPROACH THIS PERSON PRIOR TO INTERVIEW?** |  |

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| **NAME OF SECOND EMPLOYER BASED REFEREE**  |  |
| **JOB TITLE** |  |
| **FULL ADDRESS** |  |
| **TELEPHONE CONTACT** |  |
| **E-MAIL *– (required)*** |  |
| **IN WHAT CAPACITY DOES THIS PERSON KNOW YOU?** |  |
| **CAN WE APPROACH THIS PERSON PRIOR TO INTERVIEW?** |  |

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| **NAME OF CHARACTER REFEREE** |  |
| **FULL ADDRESS** |  |
| **TELEPHONE CONTACT** |  |
| **E-MAIL *– (required)*** |  |
| **IN WHAT CAPACITY DOES THIS PERSON KNOW YOU?** |  |
| **CAN WE APPROACH THIS PERSON PRIOR TO INTERVIEW?** |  |

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| **ADDITIONAL INFORMATION** *(Delete as Appropriate)* |
| **DO YOU HOLD A VALID DRIVING LICENCE FOR THE UK?** | **YES NO** |
| **WHEN DID YOU PASS YOUR DRIVING TEST** *(Please provide date)* |  |
| **DO YOU HAVE ANY PENALTY POINTS ON YOUR LICENCE?** *(Please provide full details – nature and date of offence)*  |  |
| **ARE YOU A CAR OWNER?**  | **YES NO** |
| **DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UNITED KINGDOM**  | **YES NO** |
| **IF SO, DO YOU HOLD A CURRENT WORK PERMIT?**  | **YES NO** |
| **WHERE DID YOU SEE THE POST ADVERTISED?** |  |

**Rehabilitation of Offenders Act**

The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is a condition of employment that all (pending) convictions (spent and unspent) and cautions are disclosed. Applicants with any convictions, cautions or pending court cases should provide details below. Any information given will be considered only in relation to an application for positions to which the order applies. Failure to disclose such information could result in subsequent dismissal or disciplinary action by The Amicus Community.

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| **Have you at any time received, or had pending, a court conviction? *(YES or NO)*** |   |
| **If so, please give details. Continue on a separate sheet if necessary.** |
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**Allegations**

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| **Have you had any allegations of abuse or maltreatment made against you at any time?** ***(YES or NO)*** |   |
| **If so, please give details. Continue on a separate sheet if necessary.** |
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**Disciplinary Procedures and / or Action**

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| **Have you ever been subject to any disciplinary procedures or action?** ***(YES or NO)*** |   |
| **If so, please provide details and include the date and outcome of any investigations. Continue on a separate sheet if necessary.** |
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**Safer Recruitment – Online Search**

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| **Following guidance from Keeping Children Safe in Education 2022 as part of our safer recruitment process we conduct a search for online presence for short-listed applicants. This includes general internet searches as well as also on social media platforms. This may help identify any incidents or issues that have happened and are publicly available online. This may then be explored further at the interview stage and assist us in your suitability to work with/ around vulnerable and traumatised children.** **We would appreciate if you could share usernames / aliases used by yourself on social media platforms to assist us in this search. Please state ‘N/A” if you do not use. This search will only be conducted if you are shortlisted** |
| **Social Media Platform**  | **Username/s** | **Comments**  |
| **Facebook**  |  |  |
| **LinkedIn** |  |  |
| **Twitter** |  |  |
| **Instagram**  |  |  |
| **TikTok**  |  |  |
| **YouTube**  |  |  |
| **Other**  |  |  |

**Interests, Achievements and Leisure Activities**

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| **Please give details of any hobbies, sports, club memberships and interests you have and if applicable, how you might apply / use these also in the work with the children** |
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**Declaration**

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| ***I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the organisation, in compliance with data protection legislation as set out in the organisation’s Employee Privacy Notice. I undertake to notify the organisation immediately of any changes to the above details.***  |
| **I agree to the above Declaration** |
| **Signature:** | **Print Name:** |
| **Dated:** |