**Families First (FF) Recruitment Pack – Application Form**

**This form must be completed and returned electronically.**

Please read the application form carefully and use the guidance notes to assist you in completing your application form. Families First uses the details on your completed application form as part of their assessment process. **We do not accept a Curriculum Vitae (CV)** in place of the application form, and it will not be used in the assessment process.

**Details of Post**

|  |  |
| --- | --- |
| Position applied for: | |
| Applicant number:  (for office use only) | Interview Date and Time:  (for office use only) |
| Further action:  (for office use only) | |

1. **Personal Information**

|  |  |
| --- | --- |
| First Name(s): | Last Name: |
| Which gender do you most identify with and what are your preferred pronouns?  Prefer not to answer ☐ | |
| Home Address: | Email: |
| Preferred Contact Number: |  |

1. **Right to Work in the UK**

|  |
| --- |
| Do you have the right to work in the UK? Evidence will be required if selected for interview.  Yes No  If no, please provide details: |

1. **References**

Families First require references as part of our assessment process. One reference **must** be from your **present or most recent employer**. If this is your first job since leaving full time education, your head-teacher or further education tutor should be given as a referee.

|  |  |
| --- | --- |
| **Most recent employer** | **2nd referee** |
| Name: | Name: |
| Job Title: | Job Title: |
| Organisation’s Name/Address (in full): | Organisation’s Name /Address (in full): |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| Dates of employment:  From:  To: | Dates of employment:  From:  To: |
| In what capacity do you know them? | In what capacity do you know them? |
| Can we contact your current employer prior to any conditional offer of employment? (refer to guidance notes).  Yes No | |
| What is your notice period? | |

1. **Links to Families First**

|  |
| --- |
| Please give details of any relationship you have with a current employee, volunteer, trustee, member or service user of Families First. Please give details below:  Please state the name, role and relationship to you: |

1. **Declarations**

**Application submission**

In submitting this application form, I confirm that the information I have given is correct and complete and I understand that misleading or untruthful statements may result in my dismissal if they become known after my appointment.

I confirm that I am not barred from working with vulnerable adults or children under the Disqualified from Working with Children List (DWCL) or vulnerable adults list.

|  |
| --- |
| **Signature:**  **Date:**  **You will be asked to sign this declaration at interview.** |

**Please note questions 1-5 will be removed before shortlisting takes place to ensure anonymity.**

1. **Education, Qualifications, Training and Memberships**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **(From/To)** | **Secondary School/Further Education/Professional qualifications and work-related training** | **Qualifications**  **(where applicable)** | **Subject or training**  **Course outline** | **Grade Obtained (where applicable)** |
|  |  |  |  |  |

|  |
| --- |
| **Driving Information**  Please answer the following question if the job description/person specification for the job states this as either essential or desirable. |
| Do you hold a current full driving licence?  Yes  No  N/A |
| Categories of licence held, if applicable, (give details), e.g. minibus licence: |
| If yes, is it a clean driving licence?  Yes  No  If no, please give details: |
| Do you have access to a vehicle for work purposes?  Yes  No |

|  |  |
| --- | --- |
| **Membership of Professional Bodies (e.g. the General Social Care Council)** | |
| Name:  Renewal Date: | Membership/Status:  Number: |

1. **Work History**

Starting with your most recent employer, please give details of all your present and previous work experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from/to**  **(month/year)** | **Name and full address of employer and sector/ nature of business** | **Post title(s)/brief outline of duties/job grade** | **Current salary or final salary and reason for leaving for previous posts** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Personal Statement**

This is your opportunity tell us why you should get this role. In the box below, please indicate how you think you meet the competencies and experience as outlined in the person specification and job description. You can draw on examples from your previous roles, as well as your volunteer opportunities or work placements through education. This statement should be no longer than 2 sides of A4.

|  |
| --- |
|  |