**JOB APPLICATION FORM**

Thank you for considering job opportunities with Soteria Children’s Services Group Limited. Please complete all sections on this form and return to Recruitment@soteriagroup.co.uk Please feel free to contact RMetcalfe@soteriagroup.co.uk should you have any questions.

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| **Position Applied For:** |  |

Soteria Children’s Services are Equal Opportunities employers and your application for employment will be assessed solely on its merits. We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  |  | First Name  |  |
| Former surnames if different: |  | Preferred Name or Title (Optional): |  |
| Address: | Tel No (home):  |  |
| Tel No (mobile): |  |
|  |  | Fax No: |  |
| E-Mail address: |  | National. Insurance No: |  |
| Nationality:  |  | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | [ ]  Yes [ ]  No | If you already have a work permit, when does it expire?(Please note that your current work permit may not be valid for this post.) |
| Where did you hear about this opportunity? |  |

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| Please indicate whether you have any family or close relationships with existing employees or employers of Soteria Children’s Services? |  [ ]  Yes[ ]  No |
| **If Yes, please give full details** |  |

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| Do you hold a full and valid UK driving licence  | **Yes / No** |
| How long have you held your licence? Please give months and years. |  |
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| Do you have any endorsements? \* | **Yes / No** |
| If Yes, please give details |  |

**EDUCATION**

(Should you be successful on interview, we will require proof of all relevant qualifications)

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| --- | --- | --- | --- | --- |
| **Secondary Education** | **Dates****(From /To)** | **Qualifications** | **Grade/Level** | **Date of Award** |
|  |  |  |  |  |
| **Further / Higher Education** | **Dates****(From /To)** | **Qualifications** | **Grade/Level** | **Date of Award** |
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**TRAINING** Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

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| **Training Organisation** | **Course Title / Qualification** | **Course Duration** | **Date Completed** |
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**CURRENT OR MOST RECENT EMPLOYER**

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| --- | --- |
| **Employer Name** |  |
| **Contact Name** |  | **Contact Number** |  |
| **Address** |  |
|  |  |
|  |  | **Postcode** |  |
| **Date started** |  | **Current Salary** |  |
| **Date finished** |  | **Notice required** |  |
| **Job Title** |  | **Contracted Hours** |  |
| **Specific reason****for leaving** |  |

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| **Key Duties/Responsibilities** |  |
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**EMPLOYMENT HISTORY**

Please provide a full employment history (including part time, temporary and voluntary work) since leaving secondary education.

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| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
|  |  |
| **Dates (From / To)**  |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

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| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
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| **Dates (From / To)**  |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

|  |  |
| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
|  |  |
| **Dates (From / To)**  |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

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| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
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| **Dates (From / To)**  |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

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| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
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| **Dates (From / To)**  |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

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| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
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| **Dates (From / To)** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

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| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
|  |  |
| **Dates (From / To)** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

**STATEMENT OF COMPETENCE FOR THE ROLE**

This is an opportunity for you to demonstrate your suitability and competency for the role advertised. Please fill in the section below, providing, where possible any real-life examples that demonstrate your skills, knowledge and experience required to carry out the roles and responsibilities associated with the job you are applying for.

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**LEISURE INTERESTS** including hobbies, recreational achievements, membership of any clubs or organisations etc that may wish to tell us about.

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**REFERENCES**

Please provide details of two professional referees where possible, one of whom must be your current or most recent employer.

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| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Name: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |       | Position (job title): |       |

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| --- | --- | --- | --- |
| Work Relationship/ Capacity Known  |       | Work Relationship/ Capacity Known |       |

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| --- | --- | --- | --- |
| Organisation: |       | Organisation: |       |

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| Address: |       | Address: |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

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| --- | --- | --- | --- |
| Telephone No: |       | Telephone No: |       |

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| --- | --- | --- | --- |
| E-mail: |       | E-mail: |       |

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| Are you willing for this referee to be approached prior to the interview? | Yes | Y | No | N | Are you willing for this referee to be approached prior to the interview? | Yes | Y | No | N |

**CRIMINAL CONVICTIONS**

All individuals employed by Soteria Children’s Services may come into contact with vulnerable people and we take our responsibility to protect them very seriously. Your appointment will depend on the satisfactory completion of a criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

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| Have you received any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?  |
| Yes | No |
| To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation? |
| Yes | No |  |
| If you answered ‘yes’ to either of the two previous questions, please provide details: |
|  |
| Do you consent to our applying for an enhanced criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)? |
| Yes | No |

Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, Soteria Children’s Services Group Limited reserves the right to terminate your employment without notice. Please be aware, however, that if you have a criminal record, it will not necessarily mean we cannot employ you.

Criminal records disclosures – our policy as an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

**DISABILITY DISCRIMINATION ACT**

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| This Act protects people with disabilities from unlawful discrimination. Soteria Children’s Services actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.  |

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| Do you have a disability which is relevant to your application? |
| Yes | No |

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| If yes, please give details: |
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| We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people. |
| Do we need to make any specific arrangements for you to attend the interview should you be shortlisted? |
| Yes | No |

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| If yes, please give details: |
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**DECLARATION**

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

* I understand that the information contained in this form is personal data, which will be held on computer and on paper format and, if I am appointed, further information about me will be computerised or held on paper for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 2018.
* I understand that if I am not appointed this data will be held for 6 months and then destroyed.
* I declare that I have been honest, and the information given on this form is correct to the best of my knowledge.
* I give permission for the release of my employment information for both past and present employment in the form of a reference to Soteria Children’s Services Group Limited as part of their pre-employment checks.
* I understand that my application may be rejected or, if appointed, formal action, including dismissal could be taken against me if I have given any false information or misrepresented anything.
* I understand that if I enter my name in the signature box instead of a real signature and submit this application by email, I accept and agree to be bound by the conditions of this declaration.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

Soteria Children’s Services Group Limited

Registered Office: 43 Coniscliffe Road, Darlington, England, DL3 7EH

Company Number: 12876803