|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***\* For Office use only \**** | | | | | |
| Applicant’s Name | | |  | | |
| Position | | |  | | |
| Relevant Qualifications | | |  | | |
| Interview Date and Time | | | |  | | --- | | \_\_\_\_ | \_\_\_\_| \_\_\_\_ \_\_\_\_ : \_\_\_\_ | | | |
| |  |  |  | | --- | --- | --- | |  | YES | NO | | Offered Post |  |  | | | | | |  |  |  | | --- | --- | --- | |  | YES | NO | | Offer Accepted |  |  | | |
| Outcome: |  | | | | |
| |  |  | | --- | --- | | Reference request sent: | | | 1. Date | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | 1. Date | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | |  |  | | --- | --- | | Reference received: | | | 1. Date | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | 1. Date | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | | |  |  |  | | --- | --- | --- | |  | YES | NO | | Satisfactory |  |  | | Satisfactory |  |  | |
| |  |  | | --- | --- | | DBS request sent: | | | Date | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | |  |  | | --- | --- | | DBS received: | | | Date | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | | |  |  |  | | --- | --- | --- | |  | YES | NO | | Satisfactory |  |  | |

Please download Job Application Form, complete the information, save, and return it to [hr@playp.org.uk](mailto:hr@playp.org.uk) or send it via post to the address shown on the last page.

You may attach a CV for additional information if available.

|  |  |  |
| --- | --- | --- |
| Post Applied for: | |  |
| Full Name | Mr Mrs Ms Miss |  |
| Home Address | |  |
| Postcode | |  |
| Contact No. | |  |
| Second Contact No. | |  |
| Email address: | |  |
| National Insurance No: | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |

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| If you have a disability, please tell us if there is anything we may need to do to assist you at your interview.  The Equality Act 2010 (formerly the Disability Discrimination Act 1995) includes definitions of a person as having a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out day to day activities. |

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| --- | --- | --- | --- | --- | --- |
| Under the requirements of the Asylum and Immigration Act, are there any conditions, which may affect your employment in the UK? | |  |  | | --- | --- | | YES | NO | |  |  | |
| If you have a current work permit, when does it expire? | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | |
| Give particulars (if any) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you hold a full driving licence? | |  |  | | --- | --- | | YES | NO | |  |  | |
| How many years have you held your licence? |  |
| Give particulars of endorsement (if any) |  |
| Have you been MIDAS trained? | |  |  | | --- | --- | | YES | NO | |  |  | |
| If yes, please indicate the date: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | |

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| --- | --- |
| How did you hear about this vacancy at The Play Professionals? |  |
| **Availability**  Please let us know the dates and times when you would be available for an interview. |  |
| **Period of notice**  Please let us know when you could start. |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If you are applying for a bank position, please indicate the days of the week in which you are available to work:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | Monday | |  | | |  | | --- | | Tuesday | |  | | |  | | --- | | Wednesday | |  | | |  | | --- | | Thursday | |  | | |  | | --- | | Friday | |  | | | |  |  |  |  | | --- | --- | --- | --- | |  | Availability is subject to change, I am available |  | days per week. | | | | | | |

**References**

Please give the names of your present employer and another recent employer who can write a reference supporting your application. If this is not possible, please provide a professional referee i.e., a teacher or doctor. Referees must not be friends or relatives.

References must be requested prior to appointment in accordance with safer recruitment standards. If you are not able to give us permission to approach your references immediately, this may delay the recruitment process. Please notify the Human Resources Department if this presents any problems.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please state if we may obtain these references prior to the interview. | |  |  | | --- | --- | | YES | NO | |  |  | |

|  |  |
| --- | --- |
| REFEREE 1 | |
| Name: |  |
| Occupation/Status: |  |
| Address: |  |
| Contact No. |  |
| E-mail address: |  |

|  |  |
| --- | --- |
| REFEREE 2 | |
| Name: |  |
| Occupation/Status: |  |
| Address: |  |
| Contact No. |  |
| E-mail address: |  |

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| **We are unable to start any recruit without satisfactory references.** |

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| **Please note:** You may be required to complete a pre-employment medical questionnaire and/or consent to a medical examination for particular positions. |

**Employment History**

Please record details of your employment history and include any voluntary work, starting with your most recent (or present) employment first.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name | Position held & main duties | Dates  (Month/Year) | Basic pay per hour |
|  |  | |  | | --- | | From | | \_\_\_\_\_\_/\_\_\_\_\_ | | To | | \_\_\_\_\_\_/\_\_\_\_\_ | |  |
|  |  | |  | | --- | | From | | \_\_\_\_\_\_/\_\_\_\_\_ | | To | | \_\_\_\_\_\_/\_\_\_\_\_ | |  |
|  |  | |  | | --- | | From | | \_\_\_\_\_\_/\_\_\_\_\_ | | To | | \_\_\_\_\_\_/\_\_\_\_\_ | |  |
|  |  | |  | | --- | | From | | \_\_\_\_\_\_/\_\_\_\_\_ | | To | | \_\_\_\_\_\_/\_\_\_\_\_ | |  |
|  |  | |  | | --- | | From | | \_\_\_\_\_\_/\_\_\_\_\_ | | To | | \_\_\_\_\_\_/\_\_\_\_\_ | |  |

**Language Skills**

What languages other than English do you speak/write?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Language: |  | Spoken |  | Written |  |
| Language: |  | Spoken |  | Written |  |
| Language: |  | Spoken |  | Written |  |

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| --- | --- |
| Please indicate whether you use British Sign Language: |  |
| Indicate British Sign Language Level: | Level \_\_ |

**Qualifications, Training and Experience**

Please give details of any relevant qualifications training or experience you may have.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School or College | Subject / Level | Qualifications  (e.g., GCSEs, NVQ) | Grade | Year |
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| --- | --- | --- | --- | --- | --- | --- |
| Do you hold certificates in any of the following? | | | | | | |
|  | First Aid | Date: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | |
|  | Health and Safety | Date: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | |
|  | Food Hygiene | Date: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | |
|  | Child Protection | Date: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | | | |
| If you hold a current DBS, please detail Disclosure No. | | | |  | Date: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | |

**Supporting Statement**

Please use this box for any additional information you would like to give that may assist with your application.

Show how your skills and experience match the requirements set out in the job description and person specification. Where possible give real examples of how your skills and qualifications have been used in previous posts.

Please include details of any managerial and team experience you may have had.

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In the next section, please tell us about any specialist skills, interests, or hobbies you have.

You may play or coach a specific sport, have an interest in local history, volunteer as a youth worker or enjoy going to the gym or taking part in creative activities

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**STATEMENT**

To ensure the safety of the children in our care, all personnel joining are subject to the organisation receiving satisfactory references, a health declaration and Disclosure and Barring Service checks.

The charity will always rule out employment applications from those who have convictions for sex crimes, violence resulting in imprisonment, violence against persons any violence within the last 10 years, substance abuse within the last 10 years, fraud or theft within the last 10 years, dishonest acts resulting in imprisonment.

We will generally ignore minor convictions and convictions that have no relevance to the type of work offered e.g., driving disqualification unless for a driving post.

Please note that this charity is exempt under the Rehabilitation of Offenders Act 1974.

**You must include spent convictions, including those related to juvenile offences.**

Please complete the following section.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you have any unspent convictions, cautions, reprimands, or warnings? | | |  |  | | --- | --- | | YES | NO | |  |  | |
| If you have answered yes above please give details below. | | |
| Date of Offence: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | |
|  | | |
| If you have answered yes above please give details below. | | |
| Date of Offence: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | | |
|  | | |
| Are you aware of any other circumstances that might affect your suitability to work, or be in regular contact with children? | | |  |  | | --- | --- | | YES | NO | |  |  | |
| If you have answered yes above please give details below. | | |
|  | | |

**DECLARATION**

I hereby declare that I have understood and complied with the requirements set out in the previous paragraphs and I hereby give consent for the information that I give to The Play Professionals to be held on file and computer with due consideration to the Data Protection Act 1998.

I further give authority for The Play Professionals to pass on information that they consider to be absolutely necessary to OFSTED, the Disclosure and Barring Service and the local authority Children & Young People’s Services, in order that all statutory requirements in terms of safer recruitment are met.

|  |  |
| --- | --- |
| Signed: |  |
| Dated: | |  | | --- | | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | |

Providing any misleading or false information to support your application will disqualify you from the appointment or if appointed will render you liable to dismissal without notice.

The information on this form will be stored either on paper records or on a computer system in accordance with the Data Protection Act 1998 and will be processed solely with recruitment.

Please return to The Play Professionals:

Email: [hr@playp.org.uk](mailto:hr@playp.org.uk)

Or

Post: The Play Professionals Human Resources,

Richard Atkins School, New Park Road,

Brixton Hill,

London SW2 4JP