**Thirtyone:eight job application**

We ask all prospective employees to complete this form as part of a safer recruitment process. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by Thirtyone:eight, unless requested by an appropriate authority.

**1. Position applied for**

**Role title:**

**Location:** SWANEY/HOME-BASED (delete as appropriate)

**Hours:** FULL/PART TIME (delete as appropriate)

**If part-time, specify your preferred hours per week and preferred days:**

**Where did you see this post advertised?:**

**Are you related or have any connection with any current Thirtyone:eight staff, if yes, please provide details:**

**2. Personal details**

We will need to see birth/marriage certificates or documents regarding a change of name.

**Full Name**:

**Former Name(s):**

**Email address**:

**Daytime phone number:**

**Evening phone number:**

**Address** :

**How long have you lived at the above address?**

If less than five years, please give previous address(es) with dates to cover the last five years:

**Previous Address 1:**

**From/To**

**Previous Address 2:**

**From/To**

**3. Employment**

**Have you ever had an offer to work with children, young people or vulnerable adults declined on the basis of suitability and/or risk assessment? If yes, please provide details here:**

Please tell us about your past and current employment / voluntary work in the table below (most recent first):

**Employers Name & Address**

**Employed from and to dates**

**Job title**

**Reason for leaving:**

**Employers Name & Address**

**Employed from and to dates**

**Job title**

**Reason for leaving:**

**Employers Name & Address**

**Employed from and to dates**

**Job title**

**Reason for leaving:**

For any additional employer information please details that below:

**4. Education**

Please tell us about your formal education history (most recent first).

**Name of School/College/University:**

**Dates attended from – to:**

**Course/Qualification Title:**

**Result:**

**Name of School/College/University:**

**Dates attended from – to:**

**Course/Qualification Title:**

**Result:**

**Name of School/College/University:**

**Dates attended from – to:**

**Course/Qualification Title:**

**Result:**

**Name of School/College/University:**

**Dates attended from – to:**

**Course/Qualification Title:**

**Result:**

**Name of School/College/University:**

**Dates attended from – to:**

**Course/Qualification Title:**

**Result:**

For any additional education history please details that below:

**5. References**

Please complete the details below of two people who would be willing to provide a personal reference. If you are

currently working, (paid or voluntary) one of these should be your present employer. These people should be able to comment upon your character and suitability for this position. We reserve the right to take up character references from any other individuals deemed necessary.

**We will not approach any referees unless we offer you the appointment.**

**Referee 1**

**Name:**

**Address**:

**Tel No:**

**Email address:**

**Relationship** **to you:**

**Referee 2**

**Name:**

**Address**:

**Tel No:**

**Email address:**

**Relationship** **to you:**

Where there is an Occupational Requirement for post-holders to be a practicing Christian, please also provide the contact details for your current/most recent Church Leader/Minister/Vicar/Priest\*

**Name:**

**Address:**

**Tel no:**

**Email address:**

**6. Supporting information**

Please use this space to summaries your skills, experience, knowledge, attributes and motivations for this particular position. You should make reference to the Job Description and Person Specification for the position in completing this section.

**7. Confirmations**

I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any material way, Thirtyone:eight reserves the right to terminate either my involvement in the recruitment process or my employment should I later be appointed.

**Name:**

**Date:**

**Self-declaration form**

**STRICTLY CONFIDENTIAL**

Please would you complete the attached self-declaration and consent to criminal records check form and email it to [jobs@thirtyoneeight.org](mailto:jobs@thirtyoneeight.org) or place it in a sealed envelope (separately from your application form and placing your name on the outside rear of the envelope) and address it to:

STRICTLY CONFIDENTIAL

‘The Chair of the Recruitment Panel’

Thirtyone:eight

PO Box 133

Swanley

Kent

BR8 7UQ

You are welcome to discuss any aspects of this procedure with the Chair of the Recruitment Panel if you wish. Please note that the existence of a criminal record does not exclude you from being able to apply for a position, unless there are clear legal reasons preventing this in specific circumstances. Please ask us for a copy of our Rehabilitation of Offenders Policy for details.

I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any material way, thirtyone:eight reserves the right to terminate either my involvement in the recruitment process or my employment should I later be appointed.

**Name:**

**Signed:**

**Date:**

*As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures and the use and retention of criminal records data (incl. Self-Declaration Forms).*

**Conviction history**

**Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?**

Yes\* No\* (\*please indicate)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

**Declaration**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I [FULL NAME] of [ADDRESS] agree to provide a Basic Disclosure Check as part of the recruitment process for the position for which I have applied. I am aware that any offer of employment (or work via self-employment) is conditional upon receipt of satisfactory checks and confirmation of suitability by thirtyone:eight.

I agree to inform the person identified as my line manager (or the thirtyone:eight Disclosure Manager) if I am convicted of any relevant offence after I take up any post. I understand that failure to do so may lead to the immediate suspension of my work and/or the termination of my employment.

I agree to inform the person identified as my line manager (or the thirtyone:eight Disclosure Manager) if I become the subject of a police and/or a social services (Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work and/or the termination of my employment.

**Name:**

**Date:**

*If you have any questions regarding the completion of this form, please contact Cheri Rowe on 0303 003 1111 option 6*

*\*\*Please note that we will require candidates that have been given a conditional offer to provide a Basic Disclosure Certificate. We do not expect post-holders to be undertaking tasks that will meet eligibility for DBS checks at enhanced/plus barring level.*