

Job application form



To apply for any role with Thirtyone:eight complete all sections of this form as fully as possible, and email to **jobs@thirtyoneeight.org** If there is insufficient room to answer any question, continue on a separate sheet. The information you give will be kept confidentially by Thirtyone:eight, unless requested by an appropriate authority.

A copy of our **Privacy notice** which explains how we process your data can be viewed at **thirtyoneeight.org/privacy-notice**.

Role applied for:

Your full name:

Name you like to be known as:

Part A

Your details (please complete all sections as fully as possible)

Email:

Phone number(s):

Address:

We cannot accept applications from people resident outside of the UK.

Post code:

Preferred working Location:

If part-time, your preferred hours and days to work:

Where did you see the role advertised?

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

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?



No



Yes *

* If yes, please give details

Do you have the right to work in the UK?



No



Yes

Do you need a work permit to work in the UK?



No



Yes *

* If yes, please give details

Accessibility

Please let us know if you have any accessibility requirements and we will make any reasonable adjustments to help you with the interview process:

References

In the event that we decide to offer you the role we will require you to provide the contact details of two people who can act as a reference for you.

If there is a practicing Christian Occupational Requirement for the role this will need to include your Church Leader. Please refer to the Job Description if you need more information about this.

Part B

Your work history (please give details of paid and volunteer positions)

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

For each entry please include: **Employer name and address, Dates from and to, the role, a brief description of your duties and responsibilities, and your reason for leaving.**

Please tell us about your formal education history in the table below (most recent first).
For each entry please include: **Name of education provider, dates from and to, course or qualification title, and the result acheived.**

Use this space to inform us of your skills, experience, knowledge, attributes and motivations. You should make reference to the Job Description and Person Specification when completing this section.

Declaration:

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 way, Thirtyone:eight reserves the right to terminate either my involvement in the recruitment process or my employment should I later be successful.

Signature:

Print name:

Date:

Supporting information continued.

Self-declaration form (Strictly confidential)



Complete and sign this self-declaration and consent to criminal records check and email to jobs@thirtyoneeight.org or post it (separate from your application form) to:
STRICTLY CONFIDENTIAL, Human Resources, Thirtyone:eight, PO Box 133, Swanley, Kent. BR8 7UQ.

The existence of a criminal record does not exclude you from being able to apply for a position, unless there are clear reasons preventing this. If unsure, you can request a copy of our Rehabilitation of Offenders Policy.

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?



No



Yes *

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

Declaration:

By signing below 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 volunteering should I later be appointed.

I agree to provide a Basic Disclosure Check (details of how to do this will be provided) as part of the recruitment process for the role I have applied for. I am aware that any offer of volunteer work is conditional upon receipt of satisfactory checks, references, and confirmation of suitability by Thirtyone:eight.

I agree to inform the person identified as my line manager (or the Thirtyone:eight Head of Advisory Services) if I am convicted of any relevant offence, and/or 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, after I take up any role. I understand that failure to do so may lead to my immediate suspension and/or the termination of my volunteering.

Name:

Address:

Signature:

Date:

Post code: