



EMPLOYMENT APPLICATION FORM

How to fill in this form

- Read all the information before you complete this application form and answer all the questions
- Type or write neatly in black ink, as this form will be photocopied
- We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know
- Do not write on the back of pages, if necessary continue on a separate sheet if you do not have enough room for your answers
- Please return with a copy of your CV to info@ofsuk.org

If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.

JOB DETAILS YOU ARE APPLYING FOR

Job Title:	
Job Reference Number:	

PERSONAL INFORMATION

Title:	
Forenames:	
Known as/preferred name: (if different from above)	
Surname:	
Previous Surname: (if applicable)	
National Insurance number:	
HCPC number: (if applicable)	
Address:	
Telephone No: (day / evening)	
E mail address:	

EMPLOYMENT HISTORY

Please list in order (the most recent first) the organisations you have work for full and part time, including any relevant voluntary or unpaid work. Please include all periods of unemployment.

Employers name	Dates of employment (MM/YY)		Job Title	Final salary	Reason for leaving
	From	To			

Please continue on a separate A4 sheet if necessary.

EDUCATION AND QUALIFICATIONS

Please give details of your Education – schools and colleges attended and any qualifications obtained, including membership of any professional bodies.

School/ College (name and address)	Qualifications

Please continue on a separate A4 sheet if necessary.

TRAINING AND DEVELOPMENT

Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained, for example 'First Aid Certificate'

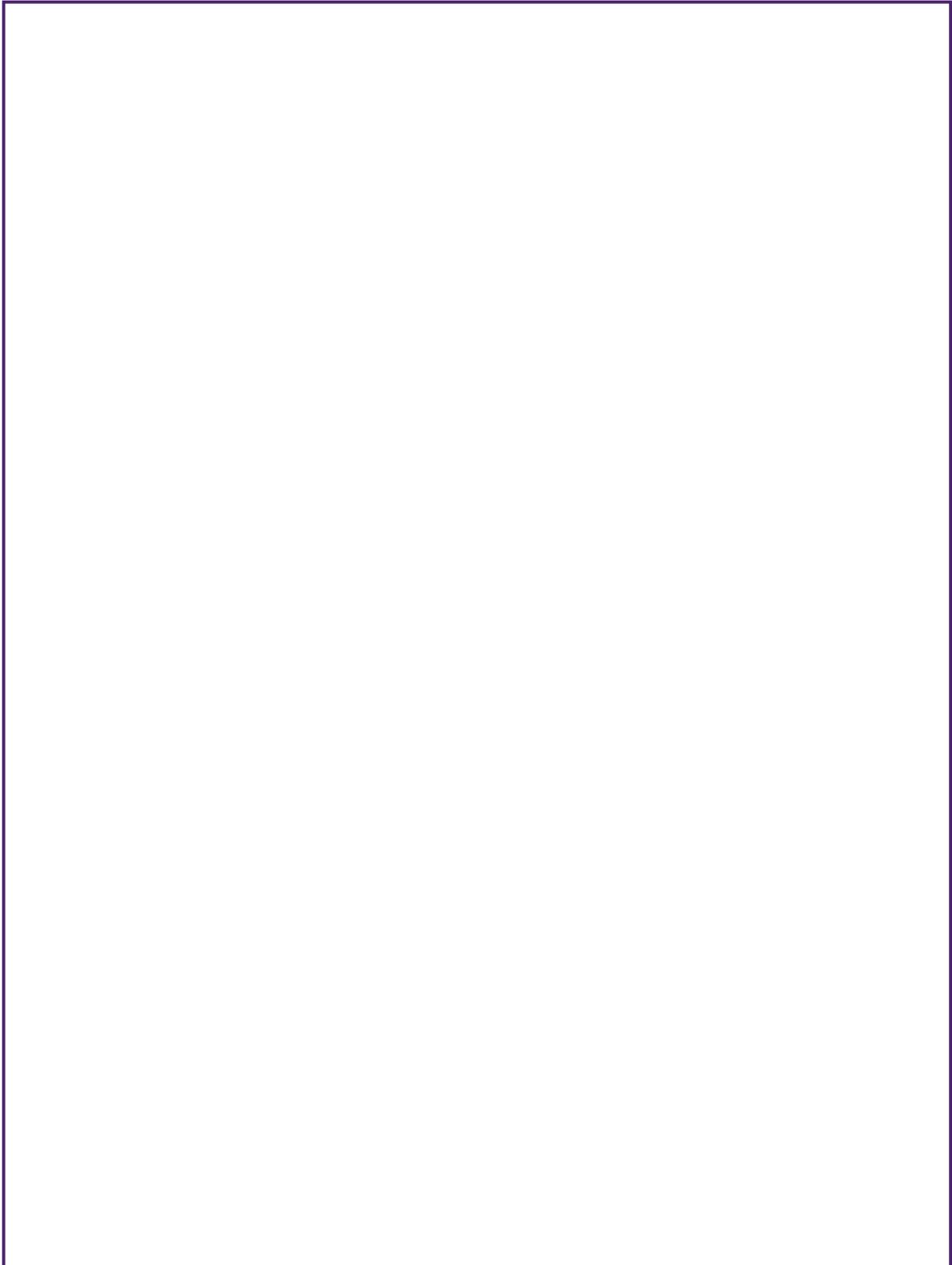
Activity	Dates	Qualifications

Please continue on a separate A4 sheet if necessary.

PERSONAL STATEMENT

Please explain why you would like to work for OFS. Ensure that you itemise your responses so that you can demonstrate how your knowledge, experience, skills and abilities meet the requirements of the person specification and what makes you suitable for this job. This is a very important part of the information you supply to us.

Please continue on a separate A4 sheet if necessary.



REHABILITATION OF OFFENDERS ACT (1974)

The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974).

OFS requires you to give details of all current (unspent) and 'spent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence. Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

If you are successful at interview, an Enhanced DBS check with Regulated Activity will be requested from the Disclosure and Barring Service (DBS).

It should be noted that a Criminal Record will not necessarily prevent you from being employed by OFS.

If you are unsure about any matter, please contact Human Resources

You are required to complete the following declarations:

I am applying for a post which is exempt under the terms of the rehabilitation of Offenders Act 1974 and:

I have a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecution(s), details of which I am sending under separate cover:

If you do have a criminal record, cautions, bind-over orders, reprimands or pending prosecutions, appear on Adult or Children Barred Lists or are disqualified from working with children or vulnerable adults, your declaration of this should be sent with this application form in a sealed envelope marked confidential. Please ensure that your full name, post title and reference number is included with any information sent.

I do not have a criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s):

I do not appear on Children Barred List (barred or restricted from working with children):

I do not appear on the Adults Barred List (barred or restricted from working with vulnerable adults):

Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

Signed:

Date:

REFERENCES

Please provide the following information for referees covering the last **three years**, one of which should be your current or most recent employer. If you have not been employed before, please give details of teachers/ lecturers who know you well enough to comment on your ability to do the job. **Friends or relatives must not be used.** Full employment histories may be verified as part of our vetting procedures in our ongoing commitment to Safer Recruitment Practices.

Current / most recent employer:	
Job title:	
Company name:	
Address:	
Referee contact name:	
Tel no:	
Email:	

Previous employer 1:	
Job title:	
Company name:	
Address:	
Referee contact name:	
Tel no:	
Email:	

Previous employer 2:	
Job title:	
Company name:	
Address:	
Referee contact name:	
Tel no:	
Email:	

Previous employer 3:	
Job title:	
Company name:	
Address:	
Referee contact name:	
Tel no:	
Email:	

Please continue on a separate A4 sheet if necessary.

EQUALITIES MONITORING FORM

Your answers will be treated in the strictest confidence. The information you provide will only be used for monitoring purposes and to assist us with improving our recruitment process to ensure we are reaching all sections of the community.

Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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What is your ethnic group? Please choose one selection from (a) to (e) and then tick the appropriate box to indicate your cultural background.

(a) White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other. Please specify: _____
(b) Dual Heritage	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other. Please specify: _____
(c) Asian	<input type="checkbox"/> British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other. Please specify: _____
(d) Black	<input type="checkbox"/> British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other. Please specify: _____
(e) Chinese or Other	<input type="checkbox"/> Chinese <input type="checkbox"/> Other. Please specify: _____

Do you consider yourself disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please select your age group:					
<input type="checkbox"/> 16 - 19	<input type="checkbox"/> 20 - 29	<input type="checkbox"/> 30 – 39	<input type="checkbox"/> 40 - 49	<input type="checkbox"/> 50 - 59	<input type="checkbox"/> 60 and over

How would you describe your sexual orientation? Please tick one box only.		
<input type="checkbox"/> Heterosexual/straight	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Other
<input type="checkbox"/> Gay Woman/Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say

What is your faith / religion / belief? Please tick one box only.	
<input type="checkbox"/> Agnostic	<input type="checkbox"/> Jewish
<input type="checkbox"/> Atheist	<input type="checkbox"/> Muslim
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh
<input type="checkbox"/> Christian	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Hindu	Other, please specify:

DECLARATION

I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

Signature

Date