|  |  |
| --- | --- |
| Post Applied for: |  |
| Last name: |  | **First name** |  |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home Phone No:** |  | **National Insurance No:** |  |  |  |  |  |  |  |  |  |
| **Daytime Phone No:** |  |
| **Mobile Phone No:** |  |
| **E-mail address:** |  |
| Please circle as appropriate:**Can we contact you at work?**  |  |  | Yes | **No** |
| Do you have any restrictions on your right to work or remain in the UK? |  |  | Yes | **No** |
| **If you are invited to attend for assessment or interview, do you have any special requirements?**  |  |  | Yes | No |
| **How did you find out about this job/vacancy** |  |  |  | No |

### INFORMATION FOR APPLICANTS

**CVs will not be accepted. All sections of the form must be completed. Please complete in black pen.**

**Please find attached a job description and a Person Specification. These should help you when filling in the “Further Information” section. If you have any special requirements regarding access to the interview please let us know in advance.**

*Bishop Road Afterschool Club is striving to become an Equal Opportunities employer*

**EDUCATION (starting with most recent)**

|  |  |  |
| --- | --- | --- |
| **Name and address of schools/colleges** | **Qualifications gained and grades** | **Dates attended (from...to)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TRAINING (starting with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of college/body providing course** | **Qualification if applicable** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PRESENT/MOST RECENT EMPLOYER**

|  |
| --- |
| **Job title** |
| **Brief description of job and main duties:** |
| **Start date** | **End date ( if appropriate)** |
| **Name of employer** |  |
| **Address of employer** |  |
|  |
|  |
| **How much notice do you need to give?** |

**PREVIOUS EMPLOYMENT (include paid and voluntary work) (starting with most recent)**

|  |  |  |
| --- | --- | --- |
| **Employer/Place of work** | **Position/Brief outline of duties** | **Date (from...to)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**GAPS IN EMPLOYMENT OR TRAINING**

Please indicate and explain any gaps since first leaving secondary education.

|  |  |  |
| --- | --- | --- |
| Date from | Date to | Reason for gap |
|  |  |  |
|  |  |  |

**SICKNESS / ABSENCE**

|  |  |
| --- | --- |
| How many days have you taken within the last 24 months? |  |

**FURTHER INFORMATION**

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification. You may also wish to outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities or interests. Please continue on a separate sheet, if necessary.

|  |
| --- |
|  |

**AVAILABILITY FOR WORK – please circle to indicate your preferences/availability for working:**

Term time only Term time and holidays Holidays only

**If term times which days:**

Monday Tuesday Wednesday Thursday Friday

**REFEREES**

Please give the names and addresses of two people who are willing to provide a reference. These should, if possible, include a previous employer, and not be relatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Tel: |  | Tel: |  |
| Email: |  | Email: |  |

Capacity in which you know this person: Capacity in which you know this person:

|  |  |
| --- | --- |
|  |  |

May we take up references before your interview? Yes / No

Please return this form to:

Liz Freeman, BRAC administrator, Pavilion House, Bishop Road, Bishopston, Bristol, BS7 8LX

**Please note: This post is subject to satisfactory references and a successful DBS (formerly CRB ) check at enhanced level. BRAC will arrange and pay for your disclosure check if you are offered the post. However if you decide to leave your employment with BRAC or you are dismissed for any reason within six months of your start date we reserve the right to deduct half of the cost of the DBS check from your final salary.**

I declare that all the information given on this form is correct to the best of my knowledge.

 **SIGNED: ........................................................ DATE: .......................................**

***APPLICANT NOTES: If you are completing this application on screen please then print all the pages and sign where indicated in your own handwriting. Otherwise print off and complete by hand. In both cases please then remove the last 3 pages of the application regarding ‘Criminal records, convictions, cautions, reprimands, final warnings, bans etc’ ( ie this and the next 2 pages), place them in a sealed envelope and mark the front of the envelope CONFIDENTIAL and with your full name. Then put the sealed envelope containing these pages into another envelope containing your actual application and send everything to:***

***The Administrator, BRAC, Pavilion House, Bishop Road, Bishopston, Bristol, BS7 8LX***

**Criminal records, convictions, cautions, reprimands, final warnings, bans etc**

Important Information: please read and sign the declaration at the end of this section

As part of the recruitment process BRAC conducts a number of checks, including your right to work in the UK, your previous employment history, and a DBS (Disclosure & Barring Service) criminal record check. The DBS check is completed though Bristol Association for Neighbourhood Daycare Ltd (BAND). BAND are a registered body with DBS and fully compliant with the DBS Code of Practice.

The position for which you are applying has been identified as a regulated activity under the Safeguarding Vulnerable Groups Act (2006) and so is an 'eligible position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 [the Exceptions Order] and, in certain circumstances, the Police Act 1997. As such, it meets the eligibility criteria for an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS). As part of the DBS check, the Barred Lists will also be checked. **It is a criminal offence to try and gain work in regulated activity if you are on the Barred Lists.**

Enhanced DBS disclosure certificates contain information about any convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended) – *see note in italics below*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position for which you are applying.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Following the introduction of filtering of certain convictions and cautions from DBS certificates,**employers are* ***not*** *be able to take certain old and minor cautions and convictions into account when making employment decisions about any individual.  The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a DBS Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation (referenced above).*

***The filtering rules rare summarised as - Adults - those 18 or over at the time of the offence:***

*There is no requirement to disclose an adult* ***conviction*** *if:*

* *11 years have elapsed since the date of conviction; and*
* *it is the person’s only offence, and*
* *it did not result in a custodial sentence.*

*However, it should only not be disclosed if it does not appear on the list of offences relevant to safeguarding which will never be removed from a certificate, which include serious sexual and violent offences. If a person has more than one offence, then details of all their convictions should be disclosed. A list of these offences can be found at* [*https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/249429/dbs-factsheet-relevant-offences.pdf*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/249429/dbs-factsheet-relevant-offences.pdf)

*An adult* ***caution*** *should not be disclosed if six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.*

***Minors - those under 18 at the time of the offence:*** *For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years. For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.*

Before you complete the next section of the application form please read guidance and criteria for the filtering of these convictions and cautions which can be found on the Disclosure and Barring Service website at: [www.gov.uk/government/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

**DECLARATION**

Before you can be considered for appointment with BRAC we need to be satisfied about your character and suitability. BRAC aims to promote equal opportunities and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other such information declared.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account. In that event you still remain free, should you wish, to discuss the matter with the recruiting manager. As part of assessing your application, we will only take into account criminal records and other information declared which is relevant to the position for which you’ve applied.

**Please answer all of the following questions on this form.** If you answer ‘yes’ to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue on a separate sheet if necessary, and you may attach supplementary comments should you wish to do so. Answering ‘yes’ to any of the questions below will not necessarily bar you from an appointment with BRAC. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

a) Do you have a criminal record or have you ever been banned from working with children (up to age 18) or vulnerable adults?\*

Yes [ ]  No [ ]

b) Have you ever been the subject of any proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity, or privately carried out?

Yes [ ]  No [ ]

**\*Please note that you do not need to tell us about convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 - see applicant notes above. You also are not required to tell us about parking offences.**

**If you have answered 'yes' to any of the questions above, please use the space below to provide details and continue on a separate sheet if necessary.**

**IMPORTANT**

The information that you provide in this application will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1998 defines ‘sensitive personal data’ as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence

Once a decision has been made concerning your appointment BRAC will not retain this section of your application any longer than necessary. It will be kept securely and in confidence. Access to this information will be restricted to designated persons within the organisation who are authorised to view it as a necessary part of their work. In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

**DECLARATION**

**I have read the notes on this form and the documentation that accompanied my application form, and I consent to the information provided in the application being used by BRAC for the purpose of assessing my application.**

**I confirm that the information that I have provided in this application is correct and complete. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.**

Please sign and date this form.

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME (in block capitals)**

**DATE**

If you wish to withdraw your consent at any time after completing this application form or you have any enquiries relating to information required in this form, please contact the BRAC Administrator. All enquiries will be treated in strict confidence.