

Jubilee Cadets Application Form



Position applied for	Jubilee Cadets Staff		
Title		Forename	
Middle name(s)		Surname	
Address			
House number/name			
Street			
Town			
County			
Postcode			
Dates of residence	From:	To:	
Home Telephone Number			
Mobile Telephone Number			
Email Address			
National Insurance Number			
An offer of employment is conditional upon Jubilee Cadets receiving an Enhanced Disclosure from the CRB (DBS) that the Management considers to be satisfactory.			
Disclosure and Baring Service			
Do you have a current DBS Disclosure?		Yes	No
Is your DBS portable (are you signed up to the update service)?		Yes	No
If 'Yes', please provide your ID	C		
Have you ever been convicted of a criminal offence?		Yes	No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence?		Yes	No
Has anyone you live with or that you are associated with been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence?		Yes	No
If 'Yes' to any of the above, please provide details on a separate sheet of paper and send this in a sealed envelope marked ' CONFIDENTIAL ' together with your Application Form.			
Staff Suitability			
Have you ever been part of a disciplinary procedure linked to safeguarding or called into question over your suitability to care for children?		Yes	No
If 'Yes' to the above question, please provide details on a separate sheet of paper and send this in a sealed envelope marked ' CONFIDENTIAL ' together with your Application Form.			
Health and Disability			
The following questions on health & disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service & to find out your needs in order to perform the job or position.			
Do you have any health issues or a disability relevant to the role you seek?		Yes	No
If 'Yes', what in terms of reasonable adjustments will you require?			
Please provide details on a separate sheet of paper and send this in a sealed envelope marked ' CONFIDENTIAL ' together with your Application Form.			

Present or most recent Employer

Company name			
Employer's name			
Address Line 1			
Town			
County		Postcode	
Telephone number			
Email address			
Your job title			

Please outline your duties & responsibilities:

Supporting information, experience and / or relevant skills

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Using the Job Description, please give details of how you meet the requirements of this role.

Previous Employment

Please give details of all previous employment including temporary or voluntary work, starting with your most recent employment after your current position. Please also include periods of non-employment and reasons for this i.e. childcare, study; unemployed etc. to ensure that all gaps in employment are accounted for.

Name & address of employer	Job title	Date from:	Date to:	Reason for leaving if applicable

Education

Please give details of any education received in this country, or abroad, along with the level of your qualification obtained and the dates of attendance.

School / Establishment attended	Course title / Subject	Date from:	Date to:	Qualification

Professional & vocational training

Please give details of any relevant training & development received in this country, or abroad, along with the level of your qualification obtained and the dates of attendance.

Establishment attended	Course title / Subject	Date from:	Date to:	Qualification

Other interests, sports and hobbies

Please give details of any interests, hobbies or skills.

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You will be asked to complete a medical questionnaire if your application is successful

Are there any special arrangements you might require to attend an interview?

Yes

No

If 'Yes' please give details:

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References

Please nominate two people who we may contact for a reference. One of which should be your present/most recent employer or school/college. Neither referee should be a relative or someone known to you solely as a friend.

Name		Name	
Their position		Their position	
Organisation		Organisation	
Your relationship to them		Your relationship to them	
Address		Address	
Postcode		Postcode	
Telephone number		Telephone number	
Email Address		Email address	

Do you give your permission for Jubilee to contact your referees before you receive your job offer?

Yes

No

Please ensure all details are complete and accurate

FOR OFFICE USE ONLY

Date requested		Date requested	
Date received		Date received	

- It is Jubilee Cadet's policy to employ people who best meet the requirements of our positions and to provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs. All new posts within Cadets are subject to a probationary period.
- Jubilee Cadets is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- If your application is successful, Jubilee Cadets will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months.

Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge. I consent to this information being held on file under the terms of the Data Protection Act 1998.
- I understand that providing false information is an offence, which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to Jubilee Cadets processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to Jubilee Cadets making contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to Jubilee Cadets making direct contact with all people specified as my referees to verify the reference.
- I understand that if my application is successful I may be required to complete a medical questionnaire appropriate to the role.
- I declare that I am not disqualified from working with children either personally or by association, or subject to sanctions imposed by a regulatory or professional body e.g. Ofsted, The General Social Care Council (GSCC) or General Medical Council (GMC).
- I understand that should I be the successful applicant, I will be required to undergo an enhanced DBS check.

Signature:

Date: