

ETHELBERT CHILDRENS SERVICES

"Caring and Working with children since 1972"



APPLICATION FORM

Name: _____ **Position:** _____



ETHELBERT CHILDRENS SERVICES

Ethelbert Childrens Services is a privately owned organization which was co-founded by Les and Bernie Davenport.

We have successfully cared for young people with emotional and behavioural difficulties since 1972, in a full residential and educational setting, with long or short-term placements.

Ethelbert Childrens Services offer its employees an opportunity to work within a professional environment, gaining nationally recognised training certificates. You will start your employment with an Induction Programme via the Training Department.

Support and guidance will continue throughout your employment, with one to one supervisions via your Line Manager and relevant on-going training which is compulsory in your chosen career.

The wealth of knowledge you will achieve, will assist in your self-development in representing the company as a professional.

Please complete in your own handwriting, answering all sections
Using the blank pages at the end of the application if necessary.

1. PERSONAL PARTICULARS		
1.1	Surname	
1.2	Forenames	
1.3	Other / Maiden Names	
1.4	Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Other.....
1.5	Marital Status	
1.6	Full Current Address including postcode:	
1.7	Home Telephone No.	
1.8	Mobile Telephone No.	
1.9	E-Mail Address:	
1.10	Place of Birth:	
1.11	Number and age of Dependants	
1.11	National Insurance No.	
1.12	Full Driving Licence	Yes / No
	Expiry Date	1.13 Driving Licence Number
1.12		If Yes, State Groups
1.14	Do you have the use of a car available for business use?	Yes / No
1.15	Do you require a work permit to work in the UK?	Yes / No <i>At interview stage all applicants will be required to bring original evidence of eligibility to work in the UK.</i>

1. PERSONAL PARTICULARS *continued.***ADDRESSES** – Please list all your addresses in the previous five years.

1.16 Previous Address (1) Postcode From / / To / /	1.17 Previous Address (1) Postcode From / / To / /
1.18 Previous Address (1) Postcode From / / To / /	1.19 Previous Address (1) Postcode From / / To / /

2a. EDUCATION. Please show all schools attended since 11 years of age.

Use additional sheets if necessary.

School	From	To	Certificates or levels reached
2.1	/ /	/ /	
2.2	/ /	/ /	
2.3	/ /	/ /	

2b. FURTHER or HIGHER EDUCATION

Use additional sheets if necessary.

College / Establishment	From	To	Certificates or Awards (State Subjects)
2.4	/ /	/ /	
2.5	/ /	/ /	

3. EMPLOYMENT HISTORY A full employment history is required, starting with your current employer. Please list **all** employment from leaving full time education – giving all dates as accurately as possible (day, month and year). Any gaps in employment (i.e. unemployment, raising a family, voluntary work, etc) should be included. We will seek references upon confirmation of employment by successful candidates. **No contact will be made with your current employer until the position is offered and accepted.**

Length of notice to be given in current position:

NB: PLEASE LIST ANY GAPS IN YOUR EMPLOYMENT HISTORY (EG CLAIMING JOB SEEKERS ALLOWANCE)

Name, Address & Tel. No Of Employer	From	To	Position	Salary	Reason for leaving
3.1	/ /	/ /			
3.2	/ /	/ /			
3.3	/ /	/ /			
3.4	/ /	/ /			
3.5	/ /	/ /			
3.7	/ /	/ /			
3.8	/ /	/ /			
3.9	/ /	/ /			

4. PROFESSIONAL ORGANISATIONS Include relevant professional and technical qualifications and memberships of registration with relevant bodies (if not detailed in Section 2b)

Name and Address of Organisation	Position/Qualification Held	From	To
		/ /	/ /
		/ /	/ /

5. ADDITIONAL SKILLS AND TRAINING Please give any other skills and training undertaken (ie Languages, First Aid, Swimming etc) which may be relevant to this application. Use blank pages at the end of the application if necessary.

6. HEALTH.

How many sick days have you taken in the last three years?

7. REFERENCES. Please provide two **character** references (**not work related**) who are not related to you and who are able to comment on your competence and ability to work with children (or other relevant experience if the post applied for does not involve working with children).

Full Name	Full Address	Telephone No.
9.1		
9.2		

8. SUPPORTING STATEMENT. Please give your reasons for applying, why you consider yourself suitable for this position and what you hope to achieve from it.

9. CHARACTER & INTERESTS. Give a generalized description of how you see yourself and list any interests you have outside of work.

10. ADDITIONAL INFORMATION

Are you related to any current employee of Ethelbert Childrens Services? Yes/No

If yes, please state whom and their relationship to you by completing the statement below (e.g. Mother, Father, Brother, Sister, Uncle, Aunt, Partner, etc)

I am related to he/she is my
.....

I am related to he/she is my
.....

11. DISCIPLINARY ACTION AT WORK

Have you ever been subject to disciplinary action, formal warning, suspension and/or dismissal from a place of employment?

YES/NO

If Yes, please provide details.

12. DECLARATION OF CRIMINAL RECORD OR OTHER ENQUIRIES. *As stated in the application pack, because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position. Please refer to the enclosed guidance by NACRO and the CRB for further information.*

As stated in the application pack, because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position. Please refer to the enclosed guidance by NACRO and the CRB for further information.

On request a copy of the CRB Code of Practice and our company policy on Recruitment of Ex Offenders, will be made available.

AN ENHANCED CRB CHECK WILL BE CARRIED OUT BEFORE ANYONE CAN WORK WITH CHILDREN OR VULNERABLE YOUNG PEOPLE

Have you ever been convicted or bound over by the courts or cautioned, reprimanded or given a final warning by the police? Note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record must be disclosed. If you are in any doubt as to whether a matter should be disclosed, please contact the Personnel Department for advice.

YES / NO If yes, please record details of offences, penalties and dates in Section 12a

Are you aware of any police enquiries undertaken following allegations made against you or any enquiries by Social Services or other statutory bodies, which may have bearing on your suitability for this post?

YES / NO If yes, please record details of offences, penalties and dates in Section 12a

DECLARATION OF CRIMINAL RECORD OR OTHER ENQUIRIES

If you have answered either question in Section 12 "Yes", please provide details.

NAME	DATE
-------------	-------------

Date	Nature of Criminal Record or Enquiry	Outcome

13. DECLARATION.

I hereby declare that the information I have provided in this application is accurate to the best of my knowledge. I understand that to knowingly make a statement which is false or misleading in a material respect of this application or supporting documentation may result in a refusal of the application or dismissal if discovered after employment has commenced.

Signature of Applicant:

Print Name:

Date:

AUTHORISATION

I, _____ hereby authorise

Ethelbert Childrens Services of Cheesemans Farmhouse, Alland Grange Lane, Manston, Kent, CT12 5BZ to undertake all necessary checks and verification of any information I have provided in relation to my employment application, which could include the following:

Medical Records, Criminal Records Bureau, Police, Local Authority, Government Agencies, Past Employment, Education Qualification and Personal References.

Signed: _____

Address: _____

Date _____

EQUAL OPPORTUNITIES MONITORING

Ethelbert Childrens Services has a policy of Equal Opportunity aimed at treating all applicants for employment fairly, irrespective of sex, religion or belief, age, sexual orientation, pregnancy or maternity, race, disability, gender assignment, marriage & civil partnership. In order that we can monitor the implementation of our policy we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you would indicate below your sex and ethnic origin by ticking the appropriate box.

Male

Female

Ethnic Group:

- | | | | |
|------------------|--------------------------|-------------|--------------------------|
| White English | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| White Scottish | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| White Welsh | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| White Other | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Black- Caribbean | <input type="checkbox"/> | | |
| Black-Other | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | | |
- (please specify)*