**APPLICATION FORM**

Anchor Foster Care Services is committed to safeguarding and protecting children, young people and vulnerable adults, and the promotion of equal opportunities and valuing diversity. This is in accordance with Working Together to Safeguard Children 2018. Anchor places high importance on safe recruitment procedures by applying rigorous selection processes, for example checking the identity of applicants, receiving satisfactory references, checking Professional Registration and successful completion of an enhanced check through the Disclosure and Barring Services (DBS) and if appropriate checking criminal records if the applicant has lived overseas. All shortlisted candidates must complete a Self-Disclosure Form and bring this to their interview.

This is an application form for all posts, therefore only complete sections that are relevant inserting non- applicable (N/A) if they do not apply to you. This form must be completed electronically. **Your application form will be returned to you if it is not completed fully.**

Please fill in the Application Form and check it carefully.

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| **1. PERSONAL DETAILS** |
| **Position Applied For** |  |
| **Area Office** |  |
| **Surname/Family Name** |  |
| **First Name** |  |
| **Middle Name(s)** |  |
| **Name in Which You Are Registered with A Professional Body (If different to above)** |  |
| **Any former legal names that you have been known by, where applicable**  |  |
| **National Insurance Number** |  |
| **Title** |  |  |
| **Address****Post Code** |  |
| **How long have you lived at your current address?***If you have not lived at your current address for the last five years, please complete address history in Section 7 below \*\*\** |  |
| **How long have you lived in the UK?** |  |
| **If the answer to the above is less than 10 years, please add the information in Section 8 below\*\*\*\*** |  |
| **Home Telephone** |  | **Mobile Telephone** |  |
| **Work Telephone** |  | **E-mail address** |  |
| **May we contact you at work? Yes/No**  |
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| **ADDITIONAL PERSONAL INFORMATION** |
| **Do you have a valid driving licence for the UK?** |  |
| **Do you have access to a vehicle which can be used for work?** |  |

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| **2. EDUCATION & PROFESSIONAL QUALIFICATIONS** |
| Include in this section, starting with secondary school, any full-time or part-time further education details and **relevant** qualifications. Please also include relevant subjects currently being studied |
| **Educational Institution** | **Subject/s** | **Grade/Result** | **Year** |
| **Start Date****(Month & Year)** | **End Date****(Month & Year)** |  |  |  |
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| **Training Courses Attended** |
| Include in this section any **relevant** training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed **(last three years only)**.**Please include your latest Safeguarding Training.** |
| **Training Provider** | **Course Title** | **Duration** | **Date Completed** |
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***Continue on a separate sheet if required***

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| **Membership of Professional Bodies – *indicate N/A if you do not belong to a Professional Body.*****Anchor will check your professional registration as per Safe Recruitment process** |
| **Indicate your Professional Registration Status** |
| **Professional body & membership** |  |
| **Membership Registration Number** |  |
| **Expiry/Renewal** |  |

**3. REFERENCES**

Your reference should be provided by your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post.

Use additional professional reference section below if necessary. This can be in cases such as; where the two most recent professional references are not particularly pertinent to the job being applied for, or where one or both of the most recent employers are no longer operational.

Referees may be approached prior to interview if agreed unless you indicate otherwise below

**For all positions you must provide at least 3 references, 2 professional and 1 personal with full contact details. Please note, any referee you provide must not be a relative/partner or anyone who shares the same household.**

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| 1. **MOST RECENT/CURRENT EMPLOYER (Details & Reference) – If these details are more than 12 months old, please give current contact details of HR Department.**
 |
| **Employer Name** |  |
| **Address** |  |
| **Type of Business** |  |
| **Telephone Number** |  |
| **Job Title** |  |
| **Start Date** |  | **End Date** |  |
| **Salary** |  | **Period of Notice** |  |
| **Reason for Leaving** (where applicable): |
| **How much notice is required in your present position?** |  |
| **Did your work bring you into direct contact with children or vulnerable adults? If yes, what is your reason for looking for other employment?**  |
| **1. Professional Reference** |
| **Surname** |  | **First Name** |  |
| **Job Title** |  | **Phone Number** |  |
| **E-mail Address:**  |
| **Can the referee be approached prior to interview?** | **Yes/No** | **Relationship** |  |

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| 1. **PREVIOUS EMPLOYER (Details & reference) – If these details are more than 12 months old, please give current contact details of HR Department.**
 |
| **Employer Name** |  |
| **Address** |  |
| **Type of Business** |  |
| **Telephone Number** |  |
| **Job Title** |  |
| **Start Date** |  | **End Date** |  |
| **Reason for Leaving:**  |
| **Did your work bring you into direct contact with children or vulnerable adults?**  |
| **2. Professional Reference** |
| **Surname** |  | **First Name** |  |
| **Job Title** |  | **Phone Number** |  |
| **E-mail Address:**  |
| **Can the referee be approached prior to interview?** | **Yes/No** | **Relationship** |  |

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| 1. **Personal Reference (Details & Reference)**
 |
| **Surname** |  | **First Name** |  |
| **Job Title** |  | **Phone Number** |  |
| **E-mail Address:**  |
| **Can the referee be approached prior to interview?** | **Yes/No** | **Relationship** |  |

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| 1. **ADDITIONAL PROFESSIONAL REFERENCES (If required)**
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| **4.1 PROFESSIONAL REFERENCE – where applicable** |
| **Surname** |  | **First Name** |  |
| **Job Title** |  | **Phone Number** |  |
| **E-mail Address:**  |
| **Can the referee be approached prior to interview?** | **Yes/No** | **Relationship** |  |
| **4.2 PROFESSIONAL REFERENCE – where applicable** |
| **Surname** |  | **First Name** |  |
| **Job Title** |  | **Phone Number** |  |
| **E-mail Address:**  |
| **Can the referee be approached prior to interview?** | **Yes/No** | **Relationship** |  |

**4. FULL EMPLOYMENT HISTORY**

Please show details of employment (including concurrent)/study/volunteering/caring/raising a family/moving/other history and an explanation of any gaps. **Please start from when you left Secondary Education**. Please include both paid and voluntary positions and periods where you have not worked and an explanation. If recently qualified and have not had paid or voluntary work experience, please list most recent student placements. Any gaps in employment will be explored further if you are invited to attend an interview.

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| **Start Date****(Month & Year)** | **End Date****(Month & Year)** | **Details of Employment (including concurrent)/study/volunteering/caring/raising a family/moving/other***Start from the current period at the time of completing this application form.* | **Did your employment/****time involve direct contact with children or vulnerable adults? Yes/No**  | **Reason for leaving/end** |
|  |  |  | YES / NO |  |
|  |  |  | YES / NO |  |
|  |  |  | YES / NO |  |
|  |  |  | YES / NO |  |
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|  |  |  | YES / NO |  |
|  |  |  | YES / NO |  |

***Continue on a separate sheet if required***

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| **5. SUPPORTING INFORMATION** |
| **Please give your reasons for applying for this post and additional information which shows how you match the Job Description. This can include relevant skills, knowledge, experience, voluntary activities and training etc.**  |

**6. CONSENT AND DECLARATION**

Declaration subject to the Rehabilitation of Offenders Act 1974 - Applicants will be required to complete a Self-Disclosure Form if invited for an interview. This will be returned by the applicant in a sealed envelope on the day of the interview and will be explored during the interview.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Please refer to [Recruitment of Ex-Offenders Policy](https://www.anchorfostercare.co.uk/downloads/Recruitment-of-Ex-Offenders-Policy.pdf).

All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection.](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

I give my consent to Anchor Foster Care Services to request references about me, my Right to Work in the UK check, and DBS/DBS Update service checks and if appropriate seeking an overseas criminal record check.

In line with Anchor’s Retention and Destruction of Data policy, I understand that my records will be destroyed six years after I leave Anchor Foster Care’s employment. If I am not successfully employed, Anchor Foster Care Services will keep my information securely for six months then it will be destroyed.

I consent to the above and confirm that the information is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by Anchor Foster Care Services.

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| **Signed**  |  | **Date** |  |

Please return this completed application form to mbaldy@anchorfostercare.co.uk

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview

**7. ADDRESS HISTORY – LAST FIVE YEARS \*\*\***

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| **Address history in the last 5 years. If Overseas address, please insert in Section 8.****Please include dates from and to (MM/YYYY) for each address –** *you will be asked to produce a dated document to evidence each address if we apply for a DBS for you.* |
| **Address with Postcode** | **Dates from and to** |
| 1. **Address**

 | **From:** **To:**  |
| 1. **Address**

 | **From:** **To:**  |
| 1. **Address**

 | **From:** **To:**  |
| 1. **Address**

 | **From:** **To:**  |
| 1. **Address**

 | **From:** **To:**  |

**8. OVERSEAS CHECKS**

**\*\*\*\*** If you have not lived in the UK for the last ten years, as part of Anchor’s safer recruitment process the DBS service cannot access criminal records held overseas, a criminal record check may not provide a complete picture of an individual’s criminal record. Anchor will therefore follow the latest guidance from The Home Office on checking applicants from overseas.

Please supply overseas address history in the table below. This must be from any country (except the UK) where you have lived in the last 10 years, while aged 18 or over.

|  |
| --- |
| **Overseas address history in the last 10 years.****Please include dates from and to (MM/YYYY) for each address** |
| **Address with Postcode** | **Dates from and to** |
| 1. **Address**

 | **From:** **To:**  |
| 1. **Address**

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