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|  | *Salesians of Don Bosco UK*  (Registered Charity No. 233779)  St Joseph’s  10 Oldhams Lane, Bolton, BL1 6PN  Tel: 01204 590600  Email: [Anne.Bolton@salesians.org.uk](mailto:amparkinson@salesians.org.uk) |  |

**JOB APPLICATION FORM**

Please complete this application form accurately, giving as many details as possible of your qualifications, skills and experience relating to this job application. The short listing of applicants will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application in writing.

If you have a disability that prevents your completing this application form, please inform the named contact person to arrange alternative methods of application.

Please ensure the application form is signed, dated and returned by the closing date to the address given at the end of this application form.

Position applied for:

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| Job title: |

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| --- |
| Location: |

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| --- |
| Where did you see this post advertised? |

1. Applicant’s details

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| --- | --- | --- |
| Title: | First name: | Surname: |
|  |  |  |

|  |  |
| --- | --- |
| Date of Birth: | Previous Surname (where applicable): |
| N/A |  |

|  |
| --- |
| Home address: |
|  |
| Postcode: |

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| --- |
| Telephone No.: please include full STD code |
| Home: Work: |
| Mobile: |

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| email address: |

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| Do you hold a current full driving licence? | **Yes**/**No** |

2. employment HISTORY

Please include details of all your previous employment starting with the most recent. Briefly describe the main duties and responsibilities of your post and reasons for leaving.

**For Safer Recruitment purposes full details should be given of any period not accounted for by full-time employment, education or training.** This would include for example, unemployment, voluntary work, raising a family, part-time work or education. Further clarification may be sought at interview.

Please continue on a separate sheet of paper if necessary, giving your name, page number and title heading.

|  |  |  |
| --- | --- | --- |
| 1. Present/most recent employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Salary: | | |
| Brief description of duties/responsibilities: | | |
|  | | |
|  | | |
| Reason for leaving/seeking alternative employment: | | |
| Notice required: | | |

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| 2. Previous employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Brief description of duties/responsibilities: | | |
|  | | |
| Reason for leaving: | | |

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| 3. Previous employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Brief description of duties/responsibilities: | | |
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| Reason for leaving: | | |

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| 4. Previous employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Brief description of duties/responsibilities: | | |
|  | | |
| Reason for leaving: | | |

3. Education AND QUALIFICATIONS

Please give brief details of your education specifying qualifications and examination results, including work-based training, starting with the most recent first.

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| --- | --- | --- | --- | --- |
| Name of college/university/ training body | Course/subject title | Qualification/ Level | Grade | Date gained |
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4. PROFESSIONAL/OCCUPATIONAL Training & DEVELOPMENT

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

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| Training Course | Date |
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5. SUPPORTING STATEMENT

Please use this page to add further information which you feel would support your application. For example, you may wish to consider the Job Description, criteria laid down in the Job Advert and expand on any experience, qualifications and personal attributes you feel are relevant.

Please continue on a separate sheet of paper if necessary.

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1. references

Please give name, address and position/occupation of two referees. One must be your present or most recent employer.

Testimonials or references from **friends, colleagues and relatives** are **not acceptable**.

References for short listed candidates may be taken up after interview.

|  |  |
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| 1. Name: | Title: |
| Position: | |
| Organisation: | |
| Address: | |
| Tel: | |
| How long have you known this person: | |
| Relationship to you: | |

|  |  |
| --- | --- |
| 2. Name: | Title: |
| Position: | |
| Organisation: | |
| Address: | |
| Tel: | |
| How long have you known this person: | |
| Relationship to you: | |

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| Do you require a Work Permit? | **Yes**\*/**No** \**If you answer Yes please supply details on a separate sheet of paper* |

1. EVIDENCE OF QUALIFICATIONS

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| Offers of appointment are made on the basis of information provided in your written application and at interview. If offered an appointment you will be asked to provide evidence of all your qualifications and grades attained as indicated in your application. If you are unable to provide satisfactory evidence (either original certificates or written confirmation from the relevant assessment centre) the offer of employment may be withdrawn. |

1. SAFER RECRUITMENT COMMITMENT

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| The Salesians of Don Bosco UK is committed to promoting and safeguarding the welfare of children and adults and expects all staff and volunteers to share this commitment. The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 and as such a satisfactory Enhanced DBS Disclosure check will be required for the successful candidate.  By applying to work with children or vulnerable adults within the Church, you are confirming that you are not barred from working with vulnerable groups. If this is not the case, you are committing a criminal offence.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |

1. EQUAL OPPORTUNITIES

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| The Charity is committed through its Dignity in the Workplace Policy to ensuring that all applicants are considered on a fair, unbiased and lawful basis. |

1. *data protection PRIVACY STATEMENT*

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| The personal information (data) collected on this form, and on any attachments, including sensitive personal data is collected for the purpose of recruitment, personal administration (for new employees) and monitoring.  Unless you direct otherwise (for example if you would like the application kept on file for future vacancies) the application forms (and attachments) of unsuccessful applicants will be destroyed after one year.  It is the Charity’s policy to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose.  Please tick the box to confirm you have read and understood the Charity’s Privacy Notice for Job Applicants which is available at <https://www.salesians.org.uk/uploads/privacy-statement-for-job-applicants.pdf?v=1581448539>.  Paper copies are available from the Data Compliance Manager at:  [data.compliance@salesians.org.uk](mailto:data.compliance@salesians.org.uk) |

1. declaration and signature

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| * I understand that Disclsoure & Barring Service (DBS)/pre-appointment vetting checks will be required as part of the recruitment process. Details of the DBS check will be recorded and retained indefinitely on the National CSSA Confidential Database. * By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with children/vulnerable adults when barred from doing so is a criminal offence. * I understand that if I am appointed, this application form will become part of my personal file and that if I am not appointed it will be stored for 1 year and then destroyed. * I understand that if appointed, the fact that I have had pre-employment vetting checks will be entered on the national CSSA confidential database in accordance with policy, and will be retained indefinitely. * In the event that I am not appointed or in the future step down from the post, I understand that relevant information will be retained on file until I reach normal retirement age, or for 10 years if that is longer. (As per Working Together good practice guidance) * I also understand that my Safeguarding Self Declaration Form will be held securely and in strict confidence by the Safeguarding team, and retained for 75 years * I declare that the information I have given on this form is correct and true to my knowledge. I understand that, should my application be successful and it is discovered subsequently that information is false, this may lead to termination of my contract of employment. * I confirm and understand the declaration.     Signed Date |

***Thank you for completing the form.***

Please return the completed form with a covering letter to:

Mrs A Bolton

St Joseph’s

10 Oldhams Lane

Bolton

BL1 6PN

Email: [Anne.Bolton@salesians.org.uk](mailto:Anne.Bolton@salesians.org.uk)