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Description automatically generated**APPLICATION FOR EMPLOYMENT**

**This page will be detached from the rest of the application form, stored separately and will not be used as part of the short-listing process.**

 Data Protection Act – All job applications will be stored adhering to GDPR requirements and our Applicant Privacy Notice.

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| **FOR OFFICE USE ONLY** |
| **POST TITLE:** |  | Applicant No: |
| **VACANCY NUMBER:** | Internal Applicant: YES / NO |
| **ADVERTISED IN:** | Interview Time: |

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| PERSONAL DETAILS | | | |
| Title: | Forename(s): | | Surname: |
| Former names (eg maiden name) | | |  |
| Address: | | | National Insurance Number: |
|  | | | Telephone Number (Home): |
|  | | | Telephone Number (Work): |
|  | | | Mobile Phone Number: |
|  | | | Email Address: |
| REFERENCES | | | |
| Please give details of people preferably known to you in a professional capacity, and where possible to include your present or most recent employer. If you are applying for a role to work with young people and have worked with children or young people in the past, you must include a reference contact from the employer where you most recently worked with children or young people | | | |
| Name: | | Name: | |
| Position: | | Position: | |
| Relationship to you: | | Relationship to you: | |
| Organisation / Company: | | Organisation / Company: | |
| Address and Postcode: | | Address and Postcode: | |
| Telephone Number: | | Telephone Number: | |
| Email Address: | | Email Address: | |
| Length of time you have known this person: | | Length of time you have known this person: | |
| May we contact this referee before interview? | | May we contact this referee before interview? | |
| RELATIONSHIPS / CANVASSING | | | |
| Are you the parent, grandparent, spouse, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of any member of staff or Director of Eat that Frog, or the partner of such persons? If yes, please state to whom and the nature of the relationship.    Please note that seeking support of any member of staff or Director for your application, directly or indirectly, will disqualify your application. | | | |

**APPLICATION FOR EMPLOYMENT**

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| **POST TITLE:** |  | **FOR OFFICE USE ONLY** |
| **VACANCY NUMBER:** | Applicant No: |
| **LOCATION:** | Interview time: |

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| **SECONDARY AND FURTHER EDUCATION** | | | | |
| School / College/ University | From | To | Qualifications gained | Grades |
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| **PROFESSIONAL QUALIFICATIONS** | | | |
| Awarding Body | Qualification | How obtained (examination, election etc.) | Date |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Professional Body | Grade of Membership | How obtained (examination, exemption etc.) | Date |
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| **FURTHER INFORMATION** | | | |
| Are you applying to job share the post? | | |  |
| Do you require any reasonable adjustments for the interview process | | |  |
| If yes, please explain so we can do our best to accommodate your needs | | | |
| Do you need permission to work in the UK? | | |  |
| Are you able to produce original documentation, if asked for interview, which demonstrate you are entitled to work in the UK? | | |  |
| **OTHER RELEVANT TRAINING** | | | |
| Dates | Duration of Training | Nature of Training | |
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| **PRESENT OR MOST RECENT EMPLOYMENT** | | | |
| Employer’s Name and address: | Job Title: | Dates  Started:  Left: | |
| Basic salary / wage: | Pay supplements: | | |
| Additional allowances / benefits: | Period of notice or date available to take up employment: | | |
| Is this your only current job? | | |  |
| Does this job involve working with children or young people? | | | |
| Reason for wishing to leave: | | | |
| Brief outline of duties and responsibilities: | | | |

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| **PREVIOUS EMPLOYMENT including Voluntary Positions (most recent first)** | | | | |
| Employer’s name and location | Position held and main duties | Dates | | Reason for leaving |
| From | To |
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| **PREVIOUS EMPLOYMENT (continued)** | | | | |
| Employer’s name and location | Position held and main duties | Dates | | Reason for leaving |
| From | To |
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|  | Please continue on separate sheet |  |  |  |

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| **GAPS IN EMPLOYMENT HISTORY or EDUCATION/TRAINING** |
| Please give explanations for periods not in employment or education/training |
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| **LEISURE INTERESTS** |
| Please outline your leisure interests, pastimes or societies in which you have played an active part that are relevant to the post you are applying for |
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| **SUPPORTING STATEMENT: RELEVANT KNOWLEDGE, SKILLS AND ABILITIES, AND COMPETENCIES/EXPERIENCE** |
| Please provide a statement of the skills and abilities, and competencies/experience that you believe are relevant to your suitability for the post and explain how you meet the person specification for the role. You can draw on your experience in both paid and voluntary work and education/training:    Please continue overleaf if necessary |
| **SUPPORTING STATEMENT:** **RELEVANT KNOWLEDGE, SKILLS/ABILITIES,COMPETENCIES/EXPERIENCE (Continued)** |
| Please continue on a separate sheet if necessary (please submit a maximum of 3 sides of A4 in total) |

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| **DRIVING LICENCE** |
| Do you hold a full current motorcar driving licence? |

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| **EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF YOUNG PEOPLE** |
| We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.  As part of our commitment, we need to ensure that all potential employees satisfy our employment checks.  Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide an enhanced disclosure (where appropriate for the role) from the Disclosure and Barring Service. |
| **REHABILITATION OF OFFENDERS ACT 1974**  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.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).  **Please answer the following two questions taking this guidance into account:** |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/ No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes/ No |
| If you have answered yes to either question above, please summarise below: |
| Having a conviction will not necessarily stop you from being considered for employment but will need to be taken into consideration when assessing your suitability. In certain circumstances, employment may be dependent upon obtaining a satisfactory disclosure from the Disclosure and Barring Service. |

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| **DECLARATION (please read carefully before signing this application)** |
| I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate.  I understand that Eat that Frog reserves the right to ask me to undergo a medical examination. I understand that my consent will be required under the Medical Rights Act 1998.  I understand that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a standard or enhanced disclosure as determined by the company. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice.  I understand that as part of Eat that Frog’s recruitment process, my data will be collected, processed and retained in accordance with the General Data Protection Regulation (GDPR) and as detailed in Eat that Frog’s ‘Recruitment – Applicant Privacy Notice’.  I understand that my application may be retained for 6 months after the recruitment process ends unless I withdraw my consent. Should I be successful in employment my application will be retained until 6 years after my employment ends.  Signed: …     ………………………………………………………………………………………………  Date: ……     ……………………………………………………………………………………………… |

**Reference Checking Consent and Authorisation Form**

*Please read the information on this form carefully.*

I have applied for employment with Eat That Frog and have provided information about my previous employment. I authorise Eat That Frog to conduct a reference check with my present and or previous employer. I understand that reference information may include, but not limited to, verbal and written enquiries or information about my employment performance, professional attitude, rehire potential, dates of employment, salary and employment history.

My signature below authorises my former or current employers and referees to release information regarding my employment record with their organisations and to provide any additional information that may be necessary for my application for employment with Eat That Frog.

I knowingly and voluntarily release all former and current employers, or referees from any liability arising from their giving information about my employment history and my suitability for employment with Eat That Frog.

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| --- | --- |
| Print name: |  |
| Signature: |  |
| Date: |  |
| Telephone No: |  |
| Email Address: |  |

**Important Information for Submitting your application**

CV’s will not be accepted on their own as part of the application process

All parts of the application form must be completed

Please upload your completed application form following the link on our recruitment portal

and the instructions on the job advert

Where you are not able to apply in this way you can post your application to:

Eat that Frog

91 Union Street, Torquay, TQ1 3DG

You can phone us on 01803 551551

You can email us at recruitment@eatthatfrog.ac.uk

Should you require more information about the post you can contact the person

named on the job advert for which you are applying

**Applications arriving past the closing date will only be considered**

**at the company’s discretion**

Eat that Frog is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles are subject to an enhanced DBS check and two satisfactory references.

Eat that Frog has a commitment to be an Equal Opportunities Employer.

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