

APPLICATION FOR EMPLOYMENT



FRIENDS THERAPEUTIC COMMUNITY TRUST

Glebe House, Church Road, Shudy Camps,
Cambridge CB21 4QH
Telephone: 01799 584359
Email: hr@glebehouse.org.uk
Web: www.glebehouse.org.uk

Company Limited by Guarantee
Company No 6525659.
Registered Charity No 1124673

Please return to the HR department, at the above address.
PLEASE WRITE IN CAPITAL LETTERS - Continue on a separate sheet, if necessary.

POST APPLIED FOR:

PERSONAL DETAILS

Surname:

Title:

Forename(s):

Previous Names:

Date of Birth:

Required due to legislation around recruitment into care provision.

Address:

Postcode:

Home Telephone No (Including dialling code):

Mobile Telephone No:

Email Address:

APPLICATION

Have you previously worked at Glebe House? **(YES or NO)**

If Yes, please give dates & Job Title:

Do you know anyone that currently works/has worked at Glebe House? **(YES or NO)**

If Yes, please give their names and the relationship:

If applying for a teaching role, please provide your TRN number:

When will you be available to commence employment:

If successful, will this be your only line of work? **(YES or NO)**

National Insurance No: (Proof of number will be required)

Are you eligible to work in the UK? **(YES or NO)**

CURRENT EMPLOYMENT

Name of Employer:

Address:

Telephone No:

Position held:

Employed from (Month/Year):

Description of work and responsibilities:

Full or Part-time:

If Part-time, hours per week:

Annual salary:

Notice period:

Reason for leaving:

May we approach the above for a reference now? **(YES or NO)**

If yes, Please let us know the name of either your Line Manager or the HR Manager?

Please give the name, address and telephone number of another Professional referee, and the nature of the relationship with yourself:

May we approach them for a reference now? **(YES or NO)**

Do you hold a FULL current UK driving licence? **(YES or NO)**

If yes, what date did you pass your driving test?

Are you a car owner? **(YES or NO)**

Is your licence clean? **(YES or NO)**

Please give details of any endorsements on your driving licence:

DISCLOSURE AND BARRING SERVICE (DBS)

This post will require an enhanced Criminal Records check and therefore you should disclose here if you have been convicted, cautioned, court martialled for any criminal offence. As working at Glebe House is exempt from the Rehabilitation of Offenders Act 1974 all offences should be disclosed. Details of any Court action pending against you should also be given here.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **(YES or 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 or NO)**

Are you registered with the DBS Update Service? **(YES or NO)**

Have you ever lived or worked overseas? **(YES or NO)**

If yes, please give dates and details:

Have you ever been prohibited from working in a school or with children and young people? **(YES or NO)**

DISABILITY

Do you have a disability that we should take into account during the interview process? **(YES or NO)**

If yes, please give brief details:

EDUCATION AND TRAINING RECORD

SCHOOL:

From (Month/Year):

To (Month/Year):

Qualifications obtained:

SCHOOL:

From (Month/Year):

To (Month/Year):

Qualifications obtained:

COLLEGE:

From (Month/Year):

To (Month/Year):

Qualifications obtained:

UNIVERSITY OR POLYTECHNIC:

From (Month/Year):

To (Month/Year):

Qualifications obtained:

FURTHER EDUCATION:

From (Month/Year):

To (Month/Year):

Qualifications obtained:

FORMAL PROFESSIONAL TRAINING:

From (Month/Year):

To (Month/Year):

Qualifications obtained:

MEMBERSHIP OF PROFESSIONAL BODIES:

From (Month/Year):

To (Month/Year):

Qualifications obtained:

Proof of qualifications and training will be required should you be short listed for interview.

EXPERIENCE, APTITUDES OR ATTAINMENTS

With reference to the Job Description for the post please set out below details of your previous experience, aptitudes or attainments, which you think make you a good candidate for this post.

Please include details of any voluntary work that you have undertaken since leaving school/college or are currently undertaking. You should also include any hobbies or interests that are you currently pursuing, including membership of/affiliation to any club or association.

Please continue on a separate sheet if necessary.

FULL EMPLOYMENT HISTORY

Please complete showing your last employment first, include any periods of unemployment with dates, explaining any gaps. All roles including secondary employment.

A full C.V. can also be attached to the Application Form.

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Employer and address:

Job Title:

From (Month/Year):

To (Month/Year):

Salary:

Reason for leaving:

.....
Employer and address:

Job Title:

From (Month/Year):

To (Month/Year):

Salary:

Reason for leaving:

.....
Employer and address:

Job Title:

From (Month/Year):

To (Month/Year):

Salary:

Reason for leaving:

.....
Employer and address:

Job Title:

From (Month/Year):

To (Month/Year):

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.....

DATA PROTECTION ACT (Please see Data Protection Privacy Notice)

All personal data provided in the application form and during any part of the selection process will be treated as confidential and held under the Data Protection Act 1998 (GDPR May 2018) and the Data Protection Code of Practice on Recruitment.

DECLARATION

I confirm that information given in this application is correct and that providing misleading statements or deliberately omitting information may disqualify me from the selection process and also cancel any agreements made between us.

If successful, I consent to the verification of any information given in this Application Form.

If there are discrepancies, then I will be given an opportunity to make representations regarding these.

Please confirm that you have visited our website www.glebehouse.org.uk and read our Safeguarding Policy, which is found under the Policies section on the Glebe House tab. **(YES or NO)**

Name:

Signed:

Dated: