

**SESSIONAL WORKER APPLICATION FORM**

Please download this form, fill it in and then return via e-mail to hrassistant@wspld.org Your application must be typewritten. Handwritten applications are not accepted. In order to be selected for an interview it is essential that you complete ALL sections in full. All information provided by applicants will be treated with full confidentiality.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  **Mr Mrs Ms Miss** *(Delete as appropriate)* |
| **First name(s)** |  |
| **Surname** |  |
| **Address** | **Postcode:**  |
| **Home** **phone no** |  | **Mobile** **phone no** |  |
|
| **Email address** |  |
| **Do you require a work permit/visa to work in the UK?** |  **YES NO**  *(Delete as appropriate)* |
| **If yes, what type of visa is it?****Please state the expiry date of your current visa** |  |
|  |
| **Are you a relative or partner of an employee of Kids Can Achieve?** |  **YES NO** *(Delete as appropriate)* |
| **If yes, please provide name of employee and how you are related** |  |

**HEALTH**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability\* or special need?  |  YES NO *(Delete as appropriate)* |
| If yes, please indicate below the nature of this disability:  |  |

|  |
| --- |
| **PERSON SPECIFICATION** |

***This is one of the most important parts of the Application Form***

You must provide evidence to show how you meet all of the 12 criteria as set out in the person specification document.

Please ensure that your evidence is presented in the same numbered format as the selection criteria.

**It is not enough to simply state that you meet the criteria** – you should provide reasoning under each criteria as to how you meet it, giving examples drawing from all aspects of your employment, education, voluntary work and home responsibilities.

|  |  |
| --- | --- |
| PERSON SPECIFICATION SELECTION CRITERIA | FOR OFFICE USE ONLY |
| 1. | **5** | **4** | **3** | **2** | **1** |
|  |
| 2. | **5** | **4** | **3** | **2** | **1** |
|  |
| 3. | **5** | **4** | **3** | **2** | **1** |
|  |
| 4. | **5** | **4** | **3** | **2** | **1** |
|  |
| 5. | **5** | **4** | **3** | **2** | **1** |
|  |
| 6. | **5** | **4** | **3** | **2** | **1** |
|  |
| 7. | **5** | **4** | **3** | **2** | **1** |
|  |
| 8. | **5** | **4** | **3** | **2** | **1** |
|  |
| 9. | **5** | **4** | **3** | **2** | **1** |
|  |
| 10. | **5** | **4** | **3** | **2** | **1** |
|  |
| 11. | **5** | **4** | **3** | **2** | **1** |
|  |
| 12. | **5** | **4** | **3** | **2** | **1** |

|  |
| --- |
| **CURRENT EMPLOYMENT** |

You must provide your full employment history, and in this section, please give details of your current or most recent job – this may include voluntary work, or work experience..

|  |  |
| --- | --- |
| Organisation: |  |
| Job title: |  |
| Dates of employment*(state month & year)**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
| Current salary*(if any)*  |  |
| Brief description of duties / responsibilities: |  |
| Reason(s) for leaving/seeking new employment |  |

|  |
| --- |
| **PREVIOUS EMPLOYMENT** |

Please give details of your previous employment in date order, starting with the most recent jobs you have had. Where you have been employed by an agency, please outline the details of the agency as well as the placement(s). Also, include any previous work with the Westminster Society and voluntary work / work experience you may have had. If you need more space to detail all of your employment history, please do so on a separate sheet of paper and attach it to your application form.

|  |  |
| --- | --- |
| Organisation: |  |
| Job title: |  |
| Dates of employment:*(state month & year)**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
| Brief description of duties / responsibilities: |  |
| Reason(s) for leaving  |  |
|   |  |
| Organisation |  |
| Job title |  |
| Dates of employment*(state month & year)**From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
| Brief description of duties / responsibilities: |  |
| Reason(s) for leaving: |  |
|  |  |
| Organisation: |  |
| Job title: |  |
| Dates of employment:*(state month & year)**From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
| Brief description of duties / responsibilities: |  |
| Reason(s) for leaving : |  |

|  |
| --- |
| **EMPLOYMENT GAPS** |

If you have had any period where you have not worked, please detail these below:

|  |  |  |
| --- | --- | --- |
| Date from*(state month & year)* | Date to*(state month & year)* | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |

**EDUCATION & TRAINING**

Please provide details of your education and training below. Please include any qualifications or courses attended (this includes non-certificated courses) which are relevant to the role of Support Worker.

|  |  |  |
| --- | --- | --- |
| Period *(state month & year)* | Name of establishment(School, University, Organisation etc) | Qualification gained / training completed |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REFERENCES**

A final offer of employment is subject to Kids can Achieve receiving a minimum of 2 satisfactory references covering the last three years of your employment history. A referee from your current or most recent employer **must** be given.

Details of the referee from your current or most recent employment and previous employer must be provided in this section, and you must include details of:

* the name of your manager
* the name of the company / organisation
* the company / organisation email address (please note that we do not accept references that are sent from a personal email address)
* a contact telephone number

References from relatives or friends are not acceptable. If you have not previously worked and wish to provide education references, please use a separate sheet of paper to provide these details. There can be delays in being able to provide a final offer of employment and agree a start date, because of difficulties in obtaining references. Therefore, it is important that you contact your referee’s to let them know that they may be receiving a reference request.

It is also important that any referees you put down are willing to provide a reference and that they are aware that if a reference is not provided it will affect our ability to offer you employ

**Reference 1**

|  |  |
| --- | --- |
| **Name of company / organisation:** |  |
| **Dates of employment from / to:** |  |
| **Name of manager:** |  |
| **Company / organisation email address:** |  |
| **Company / organisation contact telephone number**  |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name of company / organisation:** |  |
| **Dates of employment from / to:** |  |
| **Name of manager:** |  |
| **Company / organisation email address:** |  |
| **Company / organisation contact telephone number**  |  |

**Reference 3**

|  |  |
| --- | --- |
| **Name of company / organisation:** |  |
| **Dates of employment from / to:** |  |
| **Name of manager:** |  |
| **Company / organisation email address:** |  |
| **Company / organisation contact telephone number**  |  |

Please continue on a separate sheet if you need to provide details of more than 3 referees to cover your employment history over the last three years.

**CRIMINAL CONVICTIONS**

Some posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975. Therefore you asked to disclose whether you have any previous convictions, cautions, reprimands, or final warnings, regardless of whether they are “spent” or not. Most posts will be subject to criminal record checks carried out by the Disclosure and Barring Services (DBS). A criminal conviction will not necessarily debar you from employment.

|  |  |
| --- | --- |
| **Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?** | **YES NO***(Delete as appropriate)* |
| If yes, please give details below outlining the date, place and nature of the offence and outcome: |

**DECLARATION**

I declare that the information given on this form is correct to the best of my knowledge. Information on this form may be held on computer/manual records. I understand that any false information or misinterpretation would result in my application being disqualified or if appointed, could lead to disciplinary action including dismissal. I consent to Kids Can Achieve, in line with the Data Protection Act (1998), holding this information in a secure place. If your application is unsuccessful the data will be held for 6 months and then destroyed.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant signature: |  | Date: |  |

**Privacy Notice/General Data General Data Protection Regulation (GDPR)**

The personal data provided in this application is used for the following purposes by the Kids can Achieve.

**Unsuccessful applications**

* Meet our legal obligations
* Pursue our legitimate interests

The application information provided is used to assess your suitability for the job role, and recruitment and selection purposes. The personal data you provide may be used to contact you to inform you about our interviewing process. All your personal data will be stored electronically in a safe place with limited access for a period of 6 months. Thereafter the application form will be safely deleted from all our systems and records.

**Successful applications**

* Meet our legal obligations
* Pursue our legitimate interests

The application information provided is used to assess your suitability for the job role, and recruitment and selection purposes. The personal data you provide may be used to contact you to inform you about our interviewing process. All your personal data will be used to create your personnel records and will be stored electronically in a safe place with limited access for the duration of your employment.

**Applicant consent**

I hereby consent to Kids can Achieve processing, handling, holding and maintaining my personal data within this application form, as outlined above.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

|  |
| --- |
| FOR OFFICE USE ONLY |
| Shortlisted? | **YES NO** | **Score:** | **P D F** |
| Reason for decision: |   |

**www.kidscanachieve.co.uk**

**Cedars Hall, Artillery Place, Harrow Weald, HA3 6QJ**

**020 8420 2300**