



Recruitment Application Form

APPLICANT'S FULL NAME

POST APPLIED FOR

POST REFERENCE NUMBER (if applicable)

The Seashell Trust vision is for children, young people and adults in its care to be safe, happy and achieve the best life outcomes so that they are valued and valuable members of their communities.

PERSONAL DETAILS			
Address		Any Previous Names	
Address Post Code		NI Number	
Tel No Home		Are you entitled to work in the UK?	Yes [] No []
Tel No Work		Under current legislation you need to provide evidence e.g., NI Number, Residence Permit, Student Visa, Workers Registration Scheme Certificate, documentary evidence from Home Office etc	
Mobile			
Email		Driving Licence	Yes [] No []
		How do you intend to travel to work?	

SAFEGUARDING CHILDREN AND VULNERABLE YOUNG ADULTS IN RECRUITMENT	
<i>Positions within this organisation that have contact with children and vulnerable young people are exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information that would otherwise be considered as "spent".</i>	
Have you ever been subject to a criminal conviction, caution, reprimand or bind over? (If yes please give full details on a separate sheet in an envelope marked "Confidential".)	Yes [] No []
Are there any criminal proceedings pending against you? (If yes please give full details on a separate sheet in an envelope marked "Confidential".)	Yes [] No []

FURTHER INFORMATION	
Have you ever worked for or applied for a position within the organisation before? (If yes give details below)	Yes [] No []
Have you any relatives/friends working within this organisation this includes any trustee or governors involved with the trust? (If yes give details below)	Yes [] No []

EMPLOYMENT HISTORY

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

We require full employment history in order for us to comply with Safer Recruitment Regulations. Please complete section below in full, **include month and year and explain any gaps**. Please use a separate sheet if required. **Do not** attach Curriculum Vitae.

Current/Most recent Employer:	Salary:	Notice period:
Name, Address and Telephone Number		
Position Held		
Main Duties		
Employed From – To		
Reasons for Leaving		

Employers Name & Address	Employed From – To Insert month and year	Position Held/ Main Duties
Employers Name & Address	Employed From – To Insert month and year	Position Held/ Main Duties
Employers Name & Address	Employed From – To Insert month and year	Position Held/ Main Duties
Employers Name & Address	Employed From – To Insert month and year	Position Held/ Main Duties
Employers Name & Address	Employed From – To Insert month and year	Position Held/ Main Duties
Employers Name & Address	Employed From – To Insert month and year	Position Held/ Main Duties

REFERENCES

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

Please provide the names of three referees, one of which must be you current or most recent employer. We will take up references prior to interview where consent is given. We may also take up references from any of your previous employers without notifying you. If any of your previous positions involved you working with children or vulnerable people, referees will be asked if any disciplinary action was taken against you, including expired warnings, and/or if any safeguarding issues were raised during your employment.

1. REFEREE ONE - Current/Last employer

Name	Referees job title
Business Address only	Post code:
	Tel No

Position in relation to you i.e. Line Manager;

Email address for referee one:

I do not wish my current employer to be approached at this stage []

2. REFEREE TWO – Wherever possible this must be a previous employer

Name	Referees job title
Business Address only	Post code:
	Tel No

Position in relation to you i.e. Line Manager;

Email address for referee two:

3. REFEREE THREE

Name	Referees job title
Business Address only	Post code:
	Tel No

Position in relation to you i.e. Line Manager;

Email address for referee three:

Have you ever been dismissed from any previous employment on the grounds of misconduct or capability? If yes please give details.

Yes [] No []

EDUCATION

Secondary/Higher Education: Short listed applicants will be asked to provide original certificates at the interview stage.

From	To	School/College	Certificate/Qualification and Dates and also please include month and year in the column From and To

Other Qualifications/Professional Memberships/Relevant Course and Dates

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PERSONAL STATEMENT

Please give details of your experience, skills or knowledge which are relevant to the post, including your ability to meet the essential requirements of this post and other experience in support of your application. Please refer to the job description and person specification when completing this section and indicate how you would hope to meet the requirements of the post.

Continue on a separate sheet if necessary (Max 2 additional A4 sheets only)

How did you hear about this post?

Declaration

I confirm that the information I have given in this form is true and complete. I understand that if appointed, any false statement later revealed may result in disciplinary action against me, up to and including dismissal. I confirm that I am not disqualified from working with children, young people or vulnerable adults, or subject to sanctions imposed by a regulated body, e.g. Ofsted, the General Social Care Council (GSCC) or General Medical Council (GMC).

Have you completed this form yourself Yes [] No []
(If no then please give details of who has completed this form on your behalf)

Signature Date.....

Print Name.....

Data Protection Notice:

The Trust requires certain information before you start employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Equality Act 2010. The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

We only retain recruitment application forms for a period of six months as part of the data protection requirements.

Please return completed form to:

-  **email** **recruitment@seashelltrust.org.uk**
-  **post** Human Resources Department
Seashell Trust, Stanley Road, Cheadle Hulme, Cheshire SK8 6RQ
-  **telephone** 0161 610 0123 Fax: 0161 610 0118
-  **website** www.seashelltrust.org.uk

For office use only

Application number: _____

Registered Charity No: 1092655

EQUALITY AND DIVERSITY MONITORING

The trust is committed to promoting a diverse workforce and to active policies which eliminate unfair discrimination and does not discriminate on any grounds. It is strongly recommended that such policies are monitored effectively and we fully support this.

Please note the information you provide on this Equality and Diversity form will be used for monitoring purposes only and will not be used in assessing and or scoring your application or at interview stage.

Post Applied for: _____ **Department if known:** _____

Please tick 1 from all the sections below:

Age <input type="checkbox"/> 17-23 <input type="checkbox"/> 24-41 <input type="checkbox"/> 42-59 <input type="checkbox"/> 60+ <input type="checkbox"/> Prefer not to say	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> prefer not to say	Religious Belief <input type="checkbox"/> Christianity <input type="checkbox"/> Buddhism <input type="checkbox"/> Hinduism <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Islam <input type="checkbox"/> Judaism <input type="checkbox"/> Rastafarian <input type="checkbox"/> Sikhism Please specify _____
Nationality Please specify <input type="checkbox"/> Prefer not to say _____	Marital Status Please specify <input type="checkbox"/> Prefer not to say _____	Sexual Orientation Please specify <input type="checkbox"/> Prefer not to say _____

Ethnicity Which is your ethnic group? Please tick 1 from section A to E to indicate your cultural background.

A <u>White</u> <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Any other White background <input type="checkbox"/> Prefer not to say	B <u>Mixed</u> <input type="checkbox"/> Mixed white and black Caribbean <input type="checkbox"/> Mixed white and black African <input type="checkbox"/> Mixed white and Asian <input type="checkbox"/> Any other mixed background <input type="checkbox"/> Prefer not to say	C <u>Asian Background</u> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Prefer not to say
D <u>Black or Black British</u> <input type="checkbox"/> Black or Black British Caribbean <input type="checkbox"/> Black or Black British African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Prefer not to say	E <u>Chinese or other ethnic group</u> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Please Specific _____ <input type="checkbox"/> Prefer not to say	

Disability

The Equality Act 2010 defines a person with a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.

Progressive conditions considered to be a disability

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairment are automatically deemed to be disabled.

Conditions that are specifically excluded

Some conditions are specifically excluded from being covered by the disability definition, such as a tendency to set fires or addictions to non-prescribed substances.

Seashell Trust proactively endeavours to support staff with disabilities which individuals may have on appointment to the Trust or is something which happens whilst employed at the Trust. We work closely with Access to Work who can support and assist individuals in adjusting their working environments to accommodate their disability.

Disabilities can come in many different forms and the Trust will treat any disability disclosure in confidence and work with individuals to make relevant and adequate adjustments, please review the questions below.

<input type="checkbox"/> Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Would the Trust need to assess your requirements and make reasonable adjustments to allow you to carry out the post advertised?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Do you need any special assistance in attending interview? If so, please give details	

Candidates that have a disability or candidates applying from under-represented groups who meet the minimum criteria on the person specification will be guaranteed an interview.

Please note the information provided on this form will be used for monitoring purposes only. All data will be controlled in compliance with the Data Protection Act 1998.

Thank you for taking the time to complete the information requested on the Equality and Diversity form.