



# JOB APPLICATION FORM

For assistance in completing this application form, please turn to the back page.

Please return this application form to, [admin.safetyfirst@btconnect.com](mailto:admin.safetyfirst@btconnect.com)

| PERSONAL DETAILS:         |  |                 |  |
|---------------------------|--|-----------------|--|
| Post Applied for:         |  |                 |  |
| Full Name: Mrs/Miss/Ms/Mr |  |                 |  |
| Address & Postcode:       |  |                 |  |
| National Insurance No:    |  |                 |  |
| Telephone: Home           |  | E-mail address: |  |
| Telephone: Mobile         |  |                 |  |

| General Information:                                    |  |
|---|--|
| If appointed, when will you be able to commence duties? |  |

| REFERENCES:   |
|---|
| <p>The receipt of satisfactory references is a condition of employment and it is the recruiter's view as to whether the references are deemed satisfactory. Please supply details of two people whom we can approach for a reference. Please note that:</p> <ul style="list-style-type: none"> <li>• One referee must be your current or most recent employer.</li> <li>• References from close relatives or people writing solely in the capacity of a friend will not be accepted.</li> <li>• We may take up with you any issues that arise from the reference(s).</li> </ul> |

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| REFEREE 1                               |                      |               |
|---|----------------------|---------------|
| Full Name:                              |                      | Company Name: |
| Title:                                  | Mrs/Miss/Ms/Mr/other |               |
| Position Held:                          |                      |               |
| Contact e-mail:                         |                      | Address:      |
| Contact Number:                         |                      |               |
| May we contact them prior to interview? |                      |               |
|   |                      |               |

| REFEREE 2                               |                      |               |
|---|----------------------|---------------|
| Full Name:                              |                      | Company Name: |
| Title:                                  | Mrs/Miss/Ms/Mr/other |               |
| Position Held:                          |                      |               |
| Contact e-mail:                         |                      | Address:      |
| Contact Number:                         |                      |               |
| May we contact them prior to interview? |                      |               |
|   |                      |               |

| EDUCATION:  |                                |                              |                |              |             |
|---|--------------------------------|------------------------------|----------------|--------------|-------------|
| Qualifications gained up to the age of 16 (Secondary School): |                                |                              |                |              |             |
| Name & address of school.                                     | Dates attended from (dd/mm/yy) | Dates attended to (dd/mm/yy) | Qualifications | Grade/Result | Year taken. |
|   |                                |                              |                |              |             |

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| <b>POST 16 EDUCATION: (SCHOOL, FURTHER EDUCATION ETC)</b> |                                |                              |   |              |             |
|---|--------------------------------|------------------------------|---|--------------|-------------|
| Name & address of school/college                          | Dates attended from (dd/mm/yy) | Dates attended to (dd/mm/yy) | Qualifications Obtained Course title & Level. | Grade/Result | Year taken. |
|   |                                |                              |   |              |             |

| <b>HIGHER EDUCATION AND PROFESSIONAL QUALIFICATIONS.</b> |                                |                              |   |              |             |
|--|--------------------------------|------------------------------|---|--------------|-------------|
| Name & address of College/ University/ Institute         | Dates attended from (dd/mm/yy) | Dates attended to (dd/mm/yy) | Qualifications Obtained Course title & Level. | Grade/Result | Year taken. |
|  |                                |                              |   |              |             |

| <b>Training: Please list any training courses you have attended which are relevant to this post.</b> |                  |                          |
|--|------------------|--------------------------|
| Course.  | Organising Body. | Date attended/completed. |
|  |                  |                          |

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| <b>CURRENT OR LAST EMPLOYER:</b>   |  |
|--|--|
| Name and Full Address of employer:   |  |
| Position Held:   |  |
| Full Time or Part Time:  |  |
| Basic Salary (per hour):   |  |
| Date Commenced (dd/mm/yy):   |  |
| Leaving Date (if applicable) (dd/mm/yy)  |  |
| If left, reason for leaving:   |  |
| If still employed, length of notice:   |  |
| Summary of Main Duties and Responsibilities (expand box or add additional sheet, if required): |  |
|  |  |

| <b>Previous Employment/Experience (most recent first):</b>               |                      |                    |                  |                     |
|--|----------------------|--------------------|------------------|---------------------|
| Name and Address of Employer:  | Date from (dd/mm/yy) | Date to (dd/mm/yy) | Summary of Role: | Reason for leaving: |
|  |                      |                    |                  |                     |
| <b>Gaps in Employment:</b>   |                      |                    |                  |                     |
| Please detail any periods when not in employment, education or training: |                      |                    |                  |                     |
|  |                      |                    |                  |                     |

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**Supporting Statement:**

Please give any further details in support of your application which demonstrate how your qualifications and experience match the Person Specification or which you feel may be of interest or relevance: (No more than 500 words)

***Safety First Community Training Centre will treat all personal information with the utmost confidentiality and in line with current data protection legislation.***

**Declaration Statement:**

- I declare that the information given above and in any supporting documents is true and that nothing has been omitted that would affect this application.
- I am not named on List 99, disqualified from working with children or vulnerable adults or subject to sections imposed by a regulatory body eg GTC and either have no convictions cautions or bind-overs or I have attached details of my record on Safety First Community Training Centre's Self-Disclosure Form.
- I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to summary termination.
- I agree that should I be successful in my application, the information provided and further information which will be gathered at the relevant time, will be subsequently used for the administration of my employment.

**Signed:****Date:**

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## **GUIDANCE ON COMPLETING THE APPLICATION FORM**

All the information in this application form will be treated with the strictest confidence and in accordance with current data protection legislation and stored in line with GDPR & Safety First Community Training Centre's data protection policy.

Please fully complete this form neatly and accurately in black ink or typewritten. Incomplete applications will NOT be accepted. If handwritten please make sure your writing is legible. You may attach extra sheets where necessary, but please put your name, the post you are applying for and the relevant question on the top of each extra sheet.

Supplying false information is an offence which could result in your application being rejected, summary dismissal if you are selected and possible referral to the Police.

Safety First Community Training Centre (SFCTC) needs your specific written consent to hold and process the sensitive information requested on this form, and by signing this form you give your consent.

### **PERSONAL DETAILS:**

The aim of this section is to collect basic information such as name and email address. It is our practice to contact successful applicants by email where and email address is provided. Other personal information is requested on the Safety First Community Training Centre Equality Monitoring Form in order to allow the Centre's Equality and Diversity Police to operate efficiently. This form will be kept separate from your application form. However, should you be selected and appointed, a copy of both forms will be placed on your personnel file in line with the retention processes.

### **GENERAL INFORMATION:**

In this section you are asked to supply two referees (who will be approached by SFCTC should you be shortlisted for interview). Suitable referees are people who have had direct recent experience of your work and who are in a responsible position.

### **EDUCATION:**

The aim of this section is to collect details of your formal qualifications and training to be compared with the requirements outlined in the "Person Specification". Please state the subjects associated with your qualifications in the three sections outlined, i.e., Educations up to 16, Post 16 Education and Higher Education and Professional Qualifications.

### **CURRENT OR LAST EMPLOYER:**

The aim of this section is to collect some general information about your most recent employment and some details regarding main duties, responsibilities and experience gained, relevant to the "Person Specification". Please also indicate any time spent in voluntary work, raising children, or any other experience you think would be valuable.



## **GUIDANCE ON COMPLETING THE APPLICATION FORM (cont'd)**

### **PREVIOUS EMPLOYMENT/EXPERIENCE:**

The aim of this section is to provide you with an opportunity to include and experience gained, relevant to the "Person Specification" in previous employment or on a voluntary basis. When completing this section, it is important that you offer a continuous record, again including times when, for example, you were in voluntary work, raising children etc., to allow a full account of your experience. Please list in reverse chronological order and give precise dates. For periods of part-time employment, the fractional equivalent of full-time should be indicated.

### **GAPS IN EMPLOYMENT:**

The aim of this section is to give further detail around any gaps in employment/experience for example, when you were in voluntary work, raising family etc.

### **SUPPORTING STATEMENT:**

This section is regarded as a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the "Person Specification". Try to keep it concise. You can add extra information, if necessary, particularly where this may help us to judge how you might perform the duties in the Job Description.

### **EQUAL OPPORTUNITIES:**

Safety First Community Training Centre strives, through the implementation of its Equality and Diversity Policy, to ensure that prospective employees are not discriminated against on grounds of ethnic or national origin, race, age, gender, marital status, sexual orientation, disability or religion. Applications are considered on merit.

### **SAFEGUARDING:**

The Centre is committed to safeguarding and promoting the welfare of our service users and expects all staff and volunteers to share this commitment.