## A close up of a logo Description automatically generatedSt John’s Church, Locks Heath

## Application Form

# Children and Families Team Leader

### PERSONAL DETAILS

Surname:

Other names:

Address:

Home telephone:

Mobile telephone:

E-mail address:

If you are from outside the European Economic Area, do you need a work permit for this post?

YES/NO

### EDUCATION AND TRAINING

School(s), including details and results of any examinations taken

Most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Institution | Examinations / Qualifications |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Further, Higher and Professional Education and Qualifications (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Institution | Examinations / Qualifications |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other professional or practical qualifications (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Institution | Examinations / Qualifications |
|  |  |  |  |

### EMPLOYMENT HISTORY

Current employment

|  |  |
| --- | --- |
| **Present / most recent employer** |  |
| **Job title** |  |
| **Employed since** |  |
| **Address of employer** |  |
| **Describe nature of work and responsibilities** |  |
| **Current salary** |  |
| **How much notice are you required to give?** |  |
| **If no longer employed, date of leaving and reason for leaving** |  |

Previous posts (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Employer** | **Dates (from – to)** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### OTHER INTERESTS

a) Areas of particular interest

*Please indicate your involvement in special areas of concern, e.g. particular issues in contemporary life, international matters, academic or artistic interests. Also, any responsibilities you have taken on in the wider community, e.g. school governor, political or community service.*

b) Recreational interests

*Please indicate how you like to spend your leisure time*

### PERSONAL STATEMENT

*Please state your reasons for applying for this role. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the role description, drawing on gifts, skills, knowledge and experience from your previous roles, training, responsibilities held and relevant interests. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification.*

**(Personal statement cont…)**

### References

*Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up before interview unless you request otherwise.*

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **E-mail address:** | **E-mail address:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

Where did you see this role advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Cautions and Convictions

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

**Yes / No**

If yes, please give details on a separate sheet.

### Disabilities

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

### Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them.

By signing this form you agree to us processing the data you have supplied in this application form for the purpose of recruitment and selection.

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature

Date