 

| **1. YOUR DETAILS**  |
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| **Title** |  | **First name** |  | **Surname**  |  |
| **Email** |  |
| **Home address** |  |
| **Postcode** |  |
| **Telephone numbers** | **H** |  | **W** |  | **M** |  |
| **FURTHER ADDRESSES***If you have lived at your current address for less than 5 years, please give details of your previous address(es). Continue on a separate sheet if necessary and ensure a full 5-year period is covered.* |
| **From** |  | **To** |  | **From** |  | **To** |  |
| **Home address****Postcode** |  | **Home address****Postcode** |  |
| **Please confirm you have a current/valid UK driving licence**  | YES/NO | **Please confirm you have your own means of transport**  | YES/NO |
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| **2. CURRENT/LAST EMPLOYMENT** |
| **Position Held** |  |
| **Name of Employer** |  |
| **Address** |  |
| **Start to end date** |  |
| **Brief description of job** |  |
| **Reason for leaving (if applicable)** |  |
| **Notice Required** |  |
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| **3. PREVIOUS EMPLOYMENT**Please list in chronological order, with precise dates |
| **Position held** | **Name of Employer** | **Start date** | **End date** | **Reason for leaving** |
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| **4. EDUCATION AND ACADEMIC QUALIFICATIONS** |
| **Secondary School (name of establishment)** | **From** | **To** | **Qualifications Awarded** |
|  |  |  |  |
| **Higher Education (name of establishment)** | **From** | **To** | **Qualifications Awarded** |
|  |  |  |  |
| **Post Graduate Qualifications (name of establishment)** | **From** | **To** | **Qualifications Awarded** |
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| **5. PROFESSIONAL DEVELOPMENT** |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Qualification Awarded** |
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| **6. ABOUT WORKING WITH CHILDREN AND YOUNG PEOPLE** |
| **What is your motivation for working for an organisation that delivers children’s and youthwork?** |
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| **Why do you want to be part of the Flourish Team?** |
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| **What interests you about the role you are applying for?** |
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| **What skills do you offer?** |
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| **What past experience do you have that may help you in the role you are applying for?**  |
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| **Have you ever had an offer of work with children/young people declined?** |
|  |  | **Yes**: Please provide details on a separate sheet. |  | **No** |
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| **7. ANY OTHER RELEVANT WORK OR VOLUNTEERING EXPERIENCE**Please leave blank if not applicable |
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| **8. PERSONAL INTERESTS**  |
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| **9. OTHER**  |
| **Are there any health issues (including stress / mental health issues) which may affect your ability to perform this role?**  |
|  |  | **Yes** |  | **No** |
| **If yes, please provide details:** |
|  |
| **9. REFEREES**Please give details of at least 2 referees who can comment on your suitability for the job, one of whom must be your present or most recent employer. We need references from your last 3 years of employment - If necessary, please provide a 3rd referee on an attached separate sheet. Please note that we will only contact referees when an offer of employment has been accepted. We are unable to accept references from relatives. Flourish reserves the right to request additional references where it feels this is appropriate. |
| **PROFESSIONAL REFEREE – YOUR PRESENT OR MOST RECENT EMPLOYER***.*  |
| **Title** |  | **First name** |  | **Surname**  |  |
| **Job title** |  |
| **Email address** |  | **This referee has known me for**  |  | **years** |
| **Home address****Postcode** |  |
| **Telephone (daytime)** |  |
|  |
| **REFEREE**  |
| **Title** |  | **First name** |  | **Surname**  |  |
| **In what capacity do you know the above?** |  |
| **Email address** |  | **This referee has known me for**  |  | **years** |
| **Home address****Postcode** |  |
| **Telephone (daytime)** |  |
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| **INTERVIEW**Please indicate if you require any special requirements if you are called for an interview. |
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| **10. DECLARATION** |
| This form is strictly confidential and, except under compulsion of law, will only be seen by relevant Flourish staff or trustees. The information provided will be used for recruitment decisions and to enable Flourish to demonstrate commitment to safeguarding children, as part of the Safeguarding Policy of Flourish. That policy is based on guidelines from the Church of England, the Home Office and Thirtyone:eight (our Safeguarding Consultant).You are therefore asked to complete and sign the following Declaration. **If you answer ‘Yes’ to any of questions 1-5, please give full details on a separate sheet and attach to this form.** We will follow these up with you as appropriate.Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people through Flourish. |
| **Please tick your answers as appropriate:** | **Yes** | **No** |
| 1. Have you ever been charged with, cautioned or convicted in relation to any criminal offence, or are you at present the subject of a criminal investigation or pending prosecution?
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| 1. Have you ever been barred from work with children under any provision of an Act of Parliament, by the Independent Safeguarding Authority, or have you ever been referred to a Secretary of State?
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| 1. Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?
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| 1. Has there ever been any cause for concern regarding your conduct with children?
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| 1. To your knowledge, have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?
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| **11. GENERAL DATA PROTECTION REGULATIONS 2018** |
| I certify that the information given above is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, completed DBS, proof of identity and right to live and work in the UK.I give consent for personal information, provided as part of this application, to be held in accordance with GDPR (General Data Protection Regulations).  |
|  **Signature:** | **Date:**  |
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**DATA PROTECTION STATEMENT**

You Can Flourish will process and be in control of the data provided on this form.

The information which you provide in this form and any other information obtained or provided during the course of your employment with us, will be used for the purpose of assessing your suitability for roles, in emergency situations e.g., to protect life or in a medical situation, and in relation to legitimate interests of our business.

If you choose not to accept any offer of employment that we make, the information will be retained for a further 6 months in the event of a more suitable opportunity arising, after which time it will be destroyed.

You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process.

If your application is successful, the information will form part of your staff file and we will be entitled to process it for all purposes in connection with your employment.

You have the right to see any information we have about you and the right to request that information we have about you be removed at any time.

You can also lodge any complaints with Flourish staff or a Flourish trustee.

Contact us at: hello@youcanflourish.co.uk

Our complaints procedure is available on our website www.youcanflourish.co.uk

**ABOUT THIS APPLICATION - FOR YOUR INFORMATION:**

This application does not guarantee recruitment. Following receipt of your application, Flourish will:

* If appropriate, invite you to interview on an agreed date and references will be taken.
* Flourish will then be in touch about the decision made.
* Give information about relevant training dates if appropriate.
* Undertake an enhanced DBS (Disclosure & Barring Service) check if the role involves direct work with children or young people or a basic DBS check if it does not.