

APPLICATION FORM



We ask all prospective Staff, Volunteers or workers with children and young people or vulnerable adults to complete this form. If there is insufficient room to answer any question, please continue on separate sheet.
The information will be kept confidentially, unless requested by an appropriate authority.

Post applied for _____

If Voluntary, please tick

Where did you see this position Advertised: _____

1. Personal Details

Surname	Names
Maiden/Former name(s)	
Date of birth	Place of birth
Address:	
Postcode	
Daytime Tel No:	Evening Tel No
Mobile Tel No:	Email address:

How long have you lived at the above address? _____ Years _____ Months. If less than 3 years, please give previous address(es) with dates below.

From to	From to
Previous Address	Previous Address
Postcode	Postcode

2. Qualifications and Training Experience

Year	Qualification/Training

Please list any relevant qualifications or appropriate training either in a paid or voluntary capacity that you have received.

Please tell us about any previous experience of acting as a volunteer

Please give details of previous experience of looking after or working with children and/or young people.

Please use a separate sheet if this is not enough.

What do you know about Sickle Cell Disorders?

Have you ever had an offer to work with children/young people declined?

YES NO (Please tick) If yes, please give details

Do you suffer, or have you suffered, from any illness, which may directly affect your work with children or young people? YES NO (Please tick) If yes, please give details.

3. Are you currently working in any other childcare position in either a voluntary or a paid capacity? YES NO If yes please give details:

Name of the organisation: _____

Position and Contact person: _____

Address: _____

Postcode : _____

Telephone Number: _____

4. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name	
Employers Address	
Postcode	
Employed From (Date)	Employed to (Date)
Was this voluntary <input type="checkbox"/> YES <input type="checkbox"/> NO	
Job Title & Description	
Reason for Leaving	

Employers Name	
Employers Address	
Postcode	
Start Date	Employed to (Date)
Employed From (Date)	Employed to (Date)
Was this voluntary YES NO	
Job Title & Description	
Reason for Leaving	

Employers Name	
Employers Address	
Postcode	
Start Date	Employed to (Date)
Employed From (Date)	Employed to (Date)
Was this voluntary YES NO	
Job Title & Description	
Reason for Leaving	

5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working as an employee or volunteer, one of these should be your present employment (paid or voluntary). We reserve the right to take up character references from any other individuals deemed necessary.

1 st Reference	2 nd Reference
Name	Name
Address	Address
Town	Town
Postcode	Postcode
Telephone No	Telephone No
Relationship	Relationship

6. Disclosure Check

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to:

Carol Ossai-Nwosu
HR Department
Suite R, 7th Floor
Hannibal House,
Elephant and Castle,
London,
SE1 6TE

Email: Carol@scyss.org

This is the person responsible for processing DBS Checks with whom you are welcome to discuss any aspects of this procedure.

Please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the Self Disclosure form to the recruiter in a separate, sealed envelope. Note no action will be taken on this application until the Self Disclosure form.

Signed _____ Date _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 (REV 2005), and the Criminal Justice and Court Services Act 2000 (AMMENDED 2007)