

**Associate Trainer**

**Application Form**

# The information on this form will be treated as confidential – please complete in full

|  |  |  |
| --- | --- | --- |
| Forenames/given names | Surname | |
| Have you had any former names? If so when did you change your name? |  | |
| Address    Postcode | | |
| E-Mail: | | Day time Telephone (Mobile) |
| National Insurance Number | |  |

# Employment History – most recent first

**Please include any volunteer positions which you have held (mark with star)**

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| --- | --- | --- | --- | --- | --- |
| From | To | Name and Address of Employer | Position Held & Main Duties | Salary | Reason for Leaving |
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# Education and Training – Including all relevant training courses

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| --- | --- | --- | --- | --- |
| From | To | Institution | Qualifications | Subjects |
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| Have you had any periods of time when you were not in education or employment? What were the reasons for this? |
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**Referees -** Please give the name and occupation of two persons to whom we might apply for reference. These should not be members of your family and one should be your existing / most recent employer, if applicable.

|  |  |
| --- | --- |
| 1. Name | 2. Name |
| Address | Address |
| Telephone | Telephone |
| Occupation | Occupation |
| In what capacity does this person know you? | In what capacity does this person know you? |
| May we contact your referees at this stage without reference to you? | |

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| --- |
| Do you need a work permit to work in the UK?  Yes/No |

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| **Please use this space to demonstrate how you would meet the job description for this post.** |

**Personal Declarations:**

I declare that the information on this form is true and complete.

I understand that any willful misstatement or omission renders my contract null and void if employed.

I also understand that appointment is subject to receipt of satisfactory references.

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| --- |
| Signed: |
| Date: |

**Conviction History Declaration**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’ below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select ‘No’ below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select ‘Yes’ below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes/No (please delete as appropriate)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s).

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For notes marked with an asterisk, please see links below

\*[DBS filtering guide - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

\*\* [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

Has there ever been any cause for concern regarding your conduct with children, young people?

Yes No (please delete as appropriate)

If yes, please give details:

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| --- |
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**Safeguarding Declaration**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within Peacemakers responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

I agree to inform the person within Peacemakers responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

I confirm that I am not barred from working with children /adults at risk.

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| --- |
| Signed: |
| Date: |

**Equal Opportunities Monitoring**

The information on this form will be treated as confidential. Please complete and return with the application form. The questionnaire will be detached from your application form and stored separately and will not be seen by the panel involved in the appointment.

In accordance with its wish to pursue equal opportunities in employment, Peacemakers will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, gender, sexuality, religion or belief\*, marital status, age or disability. In order to help us monitor job applications we would be grateful if you would complete the questions on this form.

|  |  |
| --- | --- |
| Gender: | Male / Female / other (please insert) / prefer not to say |
| Do you have any disabilities: | Yes / No |
| If yes, please give details of any arrangements you may require |  |

**Ethnic Origin**

How would you describe your ethnic origin? Please put a cross in one of the boxes. Ethnic origin refers to members of an ethnic group who share the same cultural background and identity.

|  |  |
| --- | --- |
| Asian or Asian British | White - British |
| Black or Black British | White - Other |
| Chinese | Not known or prefer not to say |
| Mixed heritage | Any other group (specify) |

**Sexual Orientation**

Bisexual \_\_\_ Gay/Lesbian \_\_\_ Heterosexual \_\_\_ Other \_\_\_ Prefer not to say \_\_\_

Information included on this form is covered under the General Data Protection Regulations. This information will be kept on your personal computerised or paper record. You have the right to see the information held on you.

By signing the application form you have given Central England Quakers express permission to process this data.