

# Early Years, Children and Families Worker Application Form

Please complete this form in full and use additional sheets if necessary. All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

Position applied for: Early Years, Children and Families Worker	Where did you see this job advertised?
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## Personal Details

Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First name(s):	Surname:
Current Address:	Previous Surname:	
Postcode:	National Insurance Number:	
Date moved into this address:	Home telephone number:	
Email address:	Mobile Telephone number	
Date and place of birth:		
Do you require permission to work in the UK? (please answer YES or NO):		
If yes, please give details:		

## Current Employment (if applicable)

Name of current/last employer:	
Start date:	End date:
Title/description of your current job and key responsibilities:	
Current / final salary:	
What period of notice are you required to give to your present employer?	
Reason for wishing to leave:	

# Previous Employment

Please list your full employment history and explain any breaks in employment and how this time was spent.  
Add rows or continue on a separate sheet if necessary.

Start date	End date	Job title and key responsibilities	Name of employer	Reason for leaving

# Education and Qualifications

Please start with your most recent qualifications

Date gained	Subject	Qualification and grade	Awarding institution

# Training

Date	Topic Covered	Training Provider

## Suitability and experience

Please write a statement explaining your interest in the current post. Please also set out your suitability for the post, including previous experience you see as relevant, and giving examples of how you meet the defined criteria. You may continue on one additional sheet if necessary.

# Referees

Please give the **names and addresses of 3 referees** who know you well. One of these must be **your current or most recent employer**. One must be from someone that has worked alongside you in a team setting. We cannot accept any references from family members.

Name and address	Telephone number	Email address	Role / Relationship to you

Can we contact these referees prior to interview? (please answer YES or NO)

# Additional Information

Please give below any further information that is relevant to your application, eg: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

## Declarations – Rehabilitation of Offenders Act 1974

The nature of the work for which you are applying involves working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.

	Please answer YES or NO
Have you at any time been convicted of an offence, spent or unspent?	
Have you ever received any cautions, reprimands, final warnings or convictions?	

## Professional Conduct

	Please answer YES or NO
Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse?	
Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?	
At the same time I agree to inform the church immediately if any such investigation should be initiated. This includes issues which may lead to such an investigation and/or have any bearing on my suitability to this post	

If you have answered YES to any of the above questions please give details on a separate sheet.

Any information supplied will remain confidential and will be considered only in relation to your application for this post.

## Please read and sign

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the Good Shepherd Mission is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the Good Shepherd Mission can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

I confirm that the submitted information is correct and complete.

Signed ..... Date .....

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## How to return your application

- *Either*, Email completed electronic applications with the subject ‘Early Years, Children and Families Worker application’ to [info@goodshepherdmission.org.uk](mailto:info@goodshepherdmission.org.uk)
- *Or*, please post your application and transcript together to  
Early Years, Children and Families Worker application  
Good Shepherd Mission  
17 Three Colts Lane  
London  
E2 6JL

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Application closing date:

**1 August 2019**