



## Application for Employment Form (Centre Administrator)

Post Details	
<b>Job title</b>	

Personal Details	
<b>Full name</b>	
<b>Title</b>	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other - please state: _____
<b>Home address</b>	
<b>Mobile number</b>	
<b>Landline number</b>	
<b>Email address</b>	

Most Recent Employment	
<b>Title of current or most recent role</b>	
<b>Start date</b>	
<b>End date</b>	
<b>Full time or Part time?</b>	
<b>Length of notice period</b>	
<b>Employer's name</b>	
<b>Employer's address</b>	



<b>Employer's telephone number</b>	
<b>Brief description of duties</b>	
<b>Reason for wishing to leave</b>	

Previous Employment History				
Employer's name and address	Position held	Reason for leaving	Dates	
			Start	End



Education and Qualifications				
School, college or university	Qualifications	Results (grade or classification)	Period of study	
			Start	End

Training			
Details	Outcomes	Dates	
		Start	End




#### Personal Statement and Additional Information

**Note to applicant:** Please use this space to submit a **personal statement** in support of your application. This should be no longer than **500 words** and should give any additional relevant information, including details of your professional and leisure interests alongside any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.



### References

**It is our policy to take up references for shortlisted candidates (please let us know if you would prefer otherwise in your covering letter and the reasons for this).**

If you are known to your referee(s) by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

Please provide at least **two** references below, with your current/most recent employer as 'Referee A'.

Your current/most recent employer will be asked to provide a reference, in which details of the following will be asked:

- Any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- Whether you have been the subject of any child protection concerns and any outcomes from this

#### Referee A

**Name of referee**

**Referee job title**

**Referee email address**

**Referee mobile number**



<b>Referee postal address</b>	
<b>Referee B</b>	
<b>Name of referee</b>	
<b>Referee job title</b>	
<b>Referee email address</b>	
<b>Referee mobile number</b>	
<b>Referee postal address</b>	

### **Declaration**

#### **Immigration, Asylum and Nationality Act 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, we require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

**I confirm that I am legally entitled to work in the UK** ☐

#### **Safeguarding Vulnerable Groups Act 2006**

We are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.



**I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List** ☐

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**

Posts which involve substantial access to children and young people are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. Changes to the legislation in 2013, however, mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and young people, and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiry may be made to the DBS** ☐

**UK GDPR and Data Protection Act 2018**

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the UK GDPR and Data Protection Act 2018. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information by emailing [enquiries@btgm.co.uk](mailto:enquiries@btgm.co.uk).

**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other third-**



party processors for the purpose of this recruitment in accordance with Data Protection 2018 and UK GDPR. ☐

### Online searches

As part of the recruitment process, online searches may be carried out including, but not limited to, the candidate's social media pages and online presence. Candidates will not need to provide log in details as employers will use information available publicly online.

**I acknowledge that the employer may search online for any of my publicly available information** ☐

### Relationship to Bridge the Gap Malvern staff

A candidate for any appointment with Bridge the Gap Malvern must state below any known relationship to any member of staff or director when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

**Are you related to any employee at Bridge the Gap Malvern?**

Yes ☐ No ☐

**If yes, please provide details below**

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Declaration	
<b>I declare that all of the information on this form is correct to the best of my knowledge and I note that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.</b>	
<b>Signed</b>	
<b>Date</b>	

### **Equal opportunities**

The centre welcomes applications from anyone regardless of any protected characteristics.