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| **C:\Users\Alison\Documents\ASCT Documents\ASCT FINAL LOGO DESIGN\ASCT_NC\Without a chimney_IN_USE\ASCT_logo_final_high_res_without_background_NC.png** | **Job Application Form****CHILDREN OF THE DUMP***Confidential* |

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| Please return your completed form to: | office@childrenofthedump.org.uk orCHILDREN OF THE DUMP, High Cross Church, Knoll Road, Camberley, Surrey GU15 3SY |
|
| The deadline for receipt of completed applications is: | 17th May 2019 *however we do reserve the right to close the application process before this date.* |

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| **Details of Post Applied For:** |
| Job Title | Finance and Administration Assistant |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** |
| Title |  | First Name(s) |  |
| Surname |  | Date of Birth[[1]](#footnote-1) |  |
| Address |  |
| Contact Details | Please only include contact numbers or email addresses that you are happy for us to use. |
| Daytime Contact Number: |  |
| Evening Contact Number: |  |
| Mobile Number (if different): |  |
| Email Address: |  |
| Do you currently have the right to work in the UK? | YES | NO | If no, please specify your circumstances below: |
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| **Education and Qualifications:** |
| Please also include any relevant professional qualifications. |
| Name of Institution (e.g. School, College or University) | Dates Attended | Courses/Subjects Taken and Examinations Results or Award |
| From (Month/Year) | To (Month/Year) |
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| **Professional Development:** |
| Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. |
| Course Title | Course Provider | Dates Attended | Award (if any) |
| From (Month/Year) | To (Month/Year) |
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| **Employment History:** |
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

| Employer’s Name and Address | Dates Employed From and To (Month/Year) | Position Held | Salary and Benefits | Reason for Leaving |
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|  **Periods When Not Working:** |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
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| **Statement of Application:** |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification and job description for the post and also include:* The reasons why you are applying for this post;
* The personal qualities and experience that you feel are relevant to your suitability for the post;
* Key responsibilities and achievements in your present or most recent job which are relevant to this application;
* Details of any relevant interests or activities.
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| **Referees:** |
| * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before.
* Please do not name relatives or people acting solely in their capacity as friends as referees.
* **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**
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| **Referee 1** | **Referee 2** |
| Title  |  | Title  |  |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Email  |  | Email  |  |
| Capacity known? |  | Capacity known? |  |

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| **Declarations:** |

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| If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check).  |
| **Please answer the following questions:** |
| Do you have any unspent convictions, cautions, warnings or bind-overs **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you? | YES/NO |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children? | YES/NO |

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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected. I authorise CHILDREN OF THE DUMP to contact the Police for the purpose of obtaining information from their records regarding any past convictions, including spent convictions. I agree that the contents of this form and any accompanying documents may be treated as part of any contract of Employment agreed between myself and CHILDREN OF THE DUMP. |
| Signature of Applicant |  | Date |  |

1. ASCT complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided [↑](#footnote-ref-1)