

JOB APPLICATION FORM

We recommend you read the job description and key personal characteristics **carefully** before completing this application form. This information will help you provide us with the information we require to assess if your skills and experience are suitable.

Where possible always provide examples of how your skills and experience match the requirements of the post.

www.freshfutures.org.uk

01484 519988

#freshfutures

FRESH FUTURES Job Application Form

Please complete all sections of this application form by **typing into the answer boxes** throughout. Information will be treated in the strictest confidence. If you're filling this in from a mobile phone, you **may** need to download the free Adobe Acrobat app first. Your CV may be attached in support of the application but will not be considered as a replacement for a fully completed application form.

Equal Opportunities

Fresh Futures is proud to be an equal opportunities employer. We welcome applications from people of all backgrounds and lived experiences and are committed to creating an inclusive, caring and empowering workplace where everyone can thrive. We recruit on the basis of skills, behaviours and alignment with our values, and are happy to make reasonable adjustments throughout the selection process. If you require any support to complete the application form, or need information in an alternative or more accessible format, please let us know and we will be happy to support you.

JOB APPLICATION

Post Applying For:

Closing Date:

D	D	M	M	Y	Y

YOUR DETAILS

Full Name:

Address:

Mobile tel no:

Home tel no (if applicable):

Email address:

National Insurance Number:

X	X	X	X	X	X	X	X	X

Available to start work from (approximately):

D	D	M	M	Y	Y

Eligibility to work in the UK:

You will be asked to provide evidence of your right to work in the UK. To the best of your knowledge, do you currently have the right to work in the UK?

Yes ☐ No ☐

YOUR INTEREST IN US

Please briefly explain why you are interested in the role you are applying for.

Please detail below why you are interested in working for Fresh Futures. Please include a brief overview of why you believe you are a good fit for the organisation. Please include any personal qualities that you feel you could bring to the role and Fresh Futures.

SKILLS AND EXPERIENCE

After reading the job description and key personal characteristics, please use this space to provide examples of how your skills and experiences meet the requirements of the job. Please also give any further relevant information.

EMPLOYMENT HISTORY

Please outline your full career history in chronological order, starting with the most recent. Please briefly detail your main responsibilities within each role. You should include any voluntary posts or other relevant positions of responsibility held.

Employer:

Dates of Employment:

Job Title:

Reason for leaving:

Main responsibilities and achievements:

Employer:

Dates of Employment:

Job Title:

Reason for leaving:

Main responsibilities and achievements:

Employer:

Dates of Employment:

Job Title:

Reason for leaving:

Main responsibilities and achievements:

Please outline the reason(s) for any career breaks below:

EDUCATION

Please provide full details of your education below. Please state these in chronological order with your most recent qualifications first.

Name of Provision	**Dates Attended**		**Subject/Qualification**	**Grade/Pass/Fail**
e.g. Brian Jackson College	From	To	e.g. GCSE Level Maths	e.g. C

TRAINING & PROFESSIONAL QUALIFICATIONS

Please outline any relevant completed training courses, or other professional qualifications / CPD you have achieved that might support your application. Please state these in chronological order with the most recent first.

Name of Course	**Dates Attended**		**Organising body**	**Grade/Pass/Fail**
	From	To		

REFERENCES

Please provide the name of two referees, one of which must be your most recent or current employer and the other should be from a previous employer. If you have only worked for one employer, please give the details of a personal referee for a character reference.

We cannot accept a reference from a family member or a current Fresh Futures employee.

References will be requested at job offer stage.

REFEREE 1 (must be current/most recent employer)

Full Name:

Company:

Job Title:

Relationship to you (i.e. Line Manager/Director):

Contact number:

Email address:

Address:

REFEREE 2 (must be from a previous employer)

Full Name:

Company:

Job Title:

Relationship to you (i.e. Line Manager/Director):

Contact number:

Email address:

Address:

PLEASE NOTE:

Besides taking up references from your named referees, references may also be sought from previous employers. If you have any concerns about this, please contact the Recruitment Manager.

For roles within Brian Jackson College only: as part of our recruitment process, and in line with the 'Keeping Children Safe in Education' guidelines, we may perform online searches on shortlisted candidates. This includes reviewing publicly available information on social media and other online platforms.

CRIMINAL CONVICTIONS, CAUTIONS AND BIND-OVERS

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to undertake an Enhanced Disclosure and Barring Service check. ANY convictions, cautions and bind-overs you may have, including those regarded as 'spent' will need to be declared, unless they are considered 'protected' in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

PLEASE NOTE: It is a criminal offence for barred individuals to seek or undertake work with children.

Having a criminal record will not necessarily prevent you from taking up an appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed e.g. through the DBS check, this may place your appointment in jeopardy.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes ☐	No ☐
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes ☐	No ☐
Are you either on the Children's Barred List (previously List 99 and PoCA List), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body?	Yes ☐	No ☐
Are there any matters pending?	Yes ☐	No ☐

If you have answered 'Yes' to any of the above 4 questions, please provide details of the conviction or Summary Hearing in the space below, including the date and sentence administered.

Alternatively, you can select to disclose your record separately, at a later date, on receipt of contact from our Human Resources Administration Manager. If you wish to do this, please tick this box: ☐

SUPPORT & ADJUSTMENTS

Do you need any adjustments or support to enable you to participate fully in our selection process? If yes, let us know below:

DATA PROTECTION

All the information collected in this form is necessary and relevant to the job applied for. We will use the information provided by you on this form for recruitment purposes only. Your information may also be anonymised and used for recruitment-related metrics.

Fresh Futures will treat all personal information with the utmost confidentiality and in line with current data protection legislation. For more information on how we use the information you have provided, please see our privacy notice, which is located at www.freshfutures.com

DECLARATION

I declare that all the particulars given in this application form are correct and I have not withheld any facts which would unfavourably affect my application. I understand that failure to complete the form fully and accurately may affect my short listing, or, in the event of employment, result in disciplinary action or dismissal.

I agree to the Recruiting Manager using my personal details to contact me to advise me of the status of my application.

I agree to all necessary checks including Disclosure and Barring Service or other screening procedures.

Signature:

Date: