

Home-Start Spelthorne is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults



Staff Application Form

Please read the Guidance Notes before completing this form, because we can only determine your suitability for the position from the information you give in this application. The closing date for this post is **17th January 2020** – any applications received after this date cannot be considered. Interview Date is **28th January 2020**. Please return your completed application form to info@home-startspelthorne.org or Home-Start Spelthorne, The Resource Centre, Staines Park, Commercial Road, Staines-upon-Thames, Middlesex. TW18 2QW

Position applied for: Family Support Co-ordinator reporting to the Family Support Manager	
Preferred hours: 18 hours 28 hours (please circle)	
Closing date: 17th January 2020	
Full Name	
Address including postcode	
If you have been at this address less than five years, please give previous address	
Home telephone no: Email address:	Mobile telephone no.:
This post does require the use of a vehicle Do you have access to the use of a vehicle? YES/NO	Do you hold a current driving licence? YES/NO

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REFERENCES:

Please give the names and addresses of two referees who must not be related to you or a member of your household. One must be your current or most recent employer. We will only contact your referees if we make you a conditional offer.

Please ask permission prior to submitting referees details and confirm full address.

Referee 1	Referee 2
Time known this person In what capacity?	Time known this person In what capacity?
Name: Address:	Name: Address:
Postcode: Email: Telephone:	Postcode: Email: Telephone:

Education

Subjects	Qualifications gained (e.g. GCSE, 'A'level, Highers, NVQ, Degree)	Grade

Job related qualifications/specialised training

Course title and qualification achieved (if applicable)	Grade

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We would like to get a picture of your experience to date, detail as requested below.

Present or most recent job:

Job title:	Employer's name and address
Date started:	
Date finished:	
Salary:	
Notice required:	
Purpose of job and main tasks:	

Previous employment, most recent first

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Please tell us about any voluntary or unpaid work, starting with most recent

Organisation	Role	From	To	Brief description of duties	Reason for leaving

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Please tell us about gaps in your employment history, starting with the most recent with reasons e.g. career break to look after children or other dependants, travelling, training or education.

From	To	Reason

Are you related to any person who works in a paid or unpaid capacity for Home-Start Spelthorne?
YES/NO

If yes please give details

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If offered this position, do you intend to continue working in any other capacity?

YES/NO If yes give details

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Relevant skills, knowledge and experience

Please use this page to show how you meet each of the essential criteria in the person specification and what evidence you have to show you meet each item. Please structure your statement adopting the key headings of the person specification. Please use no more than two continuation sheets.

See Guidance Notes for an example.

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Immigration, Asylum and Nationality Act 2006

Are you eligible to work in the UK?
YES/NO

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must therefore disclose any criminal convictions, including spent convictions, suspended sentences and bind over orders

Have you ever been convicted of a criminal offence?
If yes you may be asked to supply details.

YES

NO

This post is subject to criminal record checks at enhanced level.

Declaration

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information I agree that my application details may be held securely by Home-Start Spelthorne.

Signed:

Date: