

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

Staff Application Form

Should you have any difficulty completing this application form e.g. due to a visual impairment, please contact us so we can find a solution that will enable you to apply to us

Please read any accompanying information regarding this role 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 **12th March 2026**– any applications received after this date cannot be considered.

Please return your completed application form to Hazel@home-startspelthorne.org or Hazel Want, Home-Start Spelthorne, The Resource Centre, Staines Park, Commercial Road, Staines-upon-Thames, Middlesex. TW18 2QJ.

Position applied for: Home-Start Spelthorne Group Co-ordinator	
Closing date: 12th March 2026	
Where did you see Job advertised?	
If appointed, when would you be able to start?	
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 requires 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

REFERENCE

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: Postcode: Email: Telephone:	Name: Address: Postcode: Email: Telephone:

Training and Education

Please outline what formal education, vocational or professional qualifications and short course training you have undertaken which are relevant to the post.

Date	Examinations/Qualifications/training Courses

Voluntary Work

Please outline any voluntary work you have done in the past or are involved in currently which is relevant to the post.

Organisations	Type of work	Date from	Date to

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

Employment history – please provide details of your present or most recent employment.

Job title:	Employer's name and address
Date started:	
Date finished:	
Salary:	
Notice required:	
Brief description of main tasks and responsibilities:	
Reason for leaving this post:	

Previous employment, most recent first

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

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?
YES/NO

If yes, please give details

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

YES/NO If yes give details

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Personal Statement

What relevant skills, abilities and experience would you bring to this post?

Please outline in **no more than 2,000 words**. Be as specific as possible and ensure that your response relates to the requirements of the job, as outlined in the person specification and job description. You may continue on separate sheets if necessary.

Declaration

Please note: If any information given by you in this application is later found to be false or if you willfully suppress any relevant facts, you may be dismissed.

**Print
Name:**

Signature:

Date:

Checklist

I have completed and returned under separate cover the Equal Opportunities Monitoring Form.

Yes ☐ No ☐

Employment checks

Please be aware that should we offer you the role we will conduct a number of employment checks which will need to be satisfied before a role can be formally offered. These include:

- the right to work in the UK. We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required information/ documents.
- your suitability to work with children and adults at risk (sometimes known as a DBS/PVG check, Access in NI). We do not ask for disclosure of criminal records during the application or interview process and not all offences will prevent you from working with us. If a criminal record check is required for a role, this will be stated clearly in the job advert, including the level of check required. We will only ask for a criminal records check at the point of job offer.