

Application Form

You should complete this form fully in black ink or typescript and return it to:

The Rainbow Centre, The Bradbury Building, Palmerston Drive, Fareham, Hants, PO14 1BJ

Please do not substitute a CV for this application form.

Position Applied for:

When would you be available to start?

PERSONAL INFORMATION

Title Forenames: Surname:

Surname at birth (if different):

Place of birth: Nationality:

PERMANENT ADDRESS

Address:

ADDRESS FOR LETTERS (IF DIFFERENT)

Address:

Post Code

Post Code

Email:

Email:

Mobile Telephone:

Home Telephone:

If you have ever possessed any other nationality or citizenship, please give full details with dates:

Are you lawfully resident in the UK?

YES

NO

Are you subject to immigration control?

YES

NO

Do you have a criminal conviction "spent or unspent" including any cautions and pending prosecutions?

YES

NO

If yes, please specify:

EDUCATIONAL QUALIFICATIONS

Please give details of schools, colleges or universities & dates attended:

Name and Address of Institution	Subjects Taken	Level of Qualification

We welcome applications from people with disabilities

Is your ability to perform the particular job for which you are applying limited in any way? YES NO

If yes, how can we overcome this?

If short-listed for the position, we will ask if any special arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

EMPLOYMENT INFORMATION

Please give details of **all** full-time and part-time work, including any periods of self-employment, (please continue on an extra sheet if necessary).

Name and Address of Most Recent or Present Employer	Dates		Job Title and Nature of Work	Reason for Leaving <i>(if appropriate)</i>
	From	To		
Basic Salary			Allowances/Bonuses <i>(if applicable)</i>	
Name and Address of Previous Employers <i>(Please list in order starting with the most recent)</i>	Dates		Job Title and Nature of Work	Reason for Leaving <i>(if appropriate)</i>
	From	To		
			:	
Give details of any time not already accounted for (including unemployment)				

SELF-DECLARATION OF CONVICTIONS

The Rainbow Centre’s policy requires applicants for all posts to declare all non-filtered criminal convictions whether “spent” or “unspent” and includes any cautions and pending prosecutions;

Do you have a criminal conviction “spent or unspent” including any cautions and pending prosecutions?

YES NO

If you have answered “yes”, please detail information on a separate sheet in a sealed envelope addressing it to “The Head of the Selection Panel”.

OTHER INFORMATION

Please give details of any relevant skills, experience or interests that you have which are not covered in the previous pages

SAFEGUARDING

The Rainbow Centre is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and fulfilling our statutory obligations as detailed in the DfE statutory guidance, ‘Keeping Children Safe in Education’.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and vulnerable adults.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, are able to talk and believe that they are being listened to.

We maintain an attitude of “it could happen here” where safeguarding is concerned.

We provide staff, volunteers and trustees with the framework they need in order to keep children and vulnerable adults safe and secure in our centre, and to inform parents, guardians and carers how we will safeguard the people they are responsible for whilst they are in our care.

All staff are subject to an Enhanced DBS check through Disclosure and Barring Service and are required to provide proof of their right to work in the UK and if they have lived abroad overseas police clearances will need to be sought.

REFERENCES

Please give details of two referees, one of which should be your **last employer** and the other should know you in a professional capacity; with their initials and correct style of address. Referees should have first hand knowledge of your qualifications and experience and **must not be a friend or relative**.

FIRST REFEREE

Name:

Address:

Post Code

Email:

Telephone:

In what context does this referee know you?

SECOND REFEREE

Name:

Address:

Post Code

Email:

Telephone:

In what context does this referee know you?

INTERVIEWS

Please indicate dates within 14 days of the closing date when you would **not** be available for interview.

If you consider that you have a disability, please indicate any special adjustments you would require us to make to enable you to take part in an interview.

ADVERTISING AND PUBLICITY

Please indicate how you heard about this vacancy.

DECLARATION

I declare that the details given on this application are to the best of my knowledge and belief, true, complete and correct. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false information.

I give permission for all or part of this application to be held on both computerised and manual records, which I may request access to.

Signed

Date

Name:

For office use ONLY					
Reference	Received	Acknowledged	Eligibility	Sift	Date of Interview