**Application for Employment**

*Please complete in clearly written or typed black ink.*

**Full Name :**

*(If the name you have provided above is not your legal name, and you are offered the role, we will ask for your legal name only for purposes such as contracts, payroll, and references. We will continue to use the name you have provided here in all other communications.)*

**Pronouns :** *(Optional)*

**Postal Address :**

**Telephone Number(s) :**

**Email Address :**

**Position applied for :**

**Job Reference Number :**

**Where did you see this post advertised? :**

**Date available to start :**

### EDUCATION

Please provide your education history and all relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to satisfactory verification.

| **Subject/Qualification** | **Place of Study** | **Grade/Result** | **Year Obtained** |
| --- | --- | --- | --- |
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### PROFESSIONAL MEMBERSHIP

Please note here any membership you hold of professional bodies, including grade of membership, PIN/Reg or other relevant details. If you have none, please write ‘none’ :

### EMPLOYMENT HISTORY

**Present Employment (if applicable)**

* Name and Address of Employer :

* Job Title :
* Date of Appointment :
* Present Salary/Grade :
* Period of Notice Required :
* Brief Description of Duties :
* Reason for Leaving/Wishing to Leave :

**Previous Employment**

| **Name and Address of Employer(s)** | **Job Title and Main Duties** | **Date of Departure and Reason for Leaving** |
| --- | --- | --- |
|  |  |  |
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Please note any other employment that you would continue with if successful in obtaining this role:

### SUPPORTING STATEMENT

This is your chance to let us know why you are interested in being part of the Proud2Be team. Please describe how your skills, knowledge and experience meet the requirements of the role as set out in the job description. Please do **not** attach your CV.

### EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE & ADULTS

We are committed to safeguarding and expect all staff to share this commitment. All potential employees must satisfy our employment checks. References will be sought for all shortlisted applicants. Depending on the nature of the role, applicants may be required to undergo a basic or enhanced Disclosure and Barring Service (DBS) check. The cost of any DBS check will be covered by Proud2Be.

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### ADDITIONAL INFORMATION

If shortlisted, do you require any reasonable adjustments to be made for the interview?  
Yes ☐ No ☐  
(If yes, please describe below)

Are you eligible to work in the UK?  
Yes ☐ No ☐

Do you require a work permit?  
Yes ☐ No ☐

Do you hold a current driving licence?  
Yes ☐ No ☐

Are you related to any member of staff/directors of the organisation?  
Yes ☐ No ☐  
(If yes, please give name and relationship)

### REFERENCES

Please provide two referees, one of whom should be your present employer. If you are not presently employed, please provide your most recent employer or responsible person, e.g., Dr/Head Teacher. Please do **not** nominate any referees who are involved in the selection process for this post, work at Proud2Be, or are family members/close friends.

Do you give permission for your referees to be contacted prior to the interview process?  
Yes ☐ No ☐

**Referee 1:**Name:  
Job Title:  
Company:  
Address:

Postcode:  
Email Address:  
Tel No:  
Relationship to you:

**Referee 2:**Name:  
Job Title:  
Company:  
Address:

Postcode:  
Email Address:  
Tel No:  
Relationship to you:

References will be requested if you are shortlisted. We will ask for information about disciplinary offences relating to children, young people and/or adults, including any in which the penalty is ‘time expired’ (where a warning could no longer be taken into account in any new disciplinary hearing), and whether the applicant has been the subject of any child protection concerns. Please provide details below of any issues that may be raised by any potential references. If there are none, please write ‘none’.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the organisation under Data Protection legislation. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Name:

Signature:

Date:

### DATA PROTECTION ACT 1998

Information from this application may be processed for any purposes registered by the organisation under Data Protection legislation. Individuals have the right of access to personal data held about them by the organisation. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and, for successful candidates, will be retained on their personnel file, used for payroll and administrative purposes, and may be disclosed to Government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after 12 months.

**Your completed application form should be sent to hello@proud2be.org.uk. If you are unable to send your application via email, please get in touch for a postal address.**

Applications received after the closing date and time cannot be considered.