

Job application form

Vacancy title:

Please tell us how you heard about this vacancy:

1. Personal details

Last name: First name:
 Previous Last Name (if applicable) Previous First Name (if applicable)

Address:

Postcode:

Home Telephone No. Daytime Contact No.

E-mail address:

National Insurance No.

Driving Licence Yes No

Do you hold a full, clean driving licence valid in the UK?

2. Preferred hours

Please tick
 Due to the effects of COVID-19 we will try to group staff members with the same children wherever possible. This will help reduce the risk of spreading Coronavirus. This will require full days from 8am - 5pm.

We like our employees to be able to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please note; all our positions for our camp are a zero-hour based contract.

Please tick when you are available:

8am - 5pm	Mon	Tues	Weds	Thurs	Fri
Week 1 (27th July - 31st July)					
Week 2 (3rd August - 07th August)					
Week 3 (10th August – 14th August)					
Week 4 (17th August – 21st August)					
Week 5 (24th August – 28th August)					
Week 6 (1st September - 3rd September)					

3. Education/Qualifications

Secondary/High School (11+)	Study dates	Qualification and Grade	Date obtained
College/University	Study dates	Qualification and Grade	Date obtained
Ongoing Professional Development	Study dates	Qualification and Grade	Date obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

4. Employment history**Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.**Current or most recent employer**

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on
leaving this post:Contact name of line manager for
reference:

Brief description of duties:

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on
leaving this post:Contact name of line manager for
reference

Brief description of duties:

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Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving

Salary on
leaving this post:Contact name of line manager for
reference

Brief description of duties:

Continue on separate sheet if necessary

5. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information.

Continue on a separate sheet if necessary

6. Convictions/ Disqualifications

A criminal record bureau (DBS) will be used to check all staff members at Active Summer Camps. If a check is returned and reveals any information, this will be discussed with the applicant.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment 2013 and 2020) Order

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

In order to maintain public trust and confidence, full disclosure of all convictions and cautions, including protected cautions and convictions, must be made.

Disclosure Checker The government has developed an online tool that tells the user whether a caution or conviction should be disclosed based on the information they enter. You can check if a conviction or caution is spent or unspent here: [Caution or conviction - Check when to disclose cautions or convictions - GOV.UK \(check when-to-disclose-caution-conviction.service.gov.uk\)](https://www.gov.uk/guidance/when-to-disclose-caution-conviction)

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

7. Reasonable adjustments/Arrangements for interview

Please contact us if you need the application form in an alternative format including large print.

Are you subject to any conditions relating to your employment in this country?

YES/NO

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

References

Please give the details of **two** references – see guidance sheet for further information.

Name of referee and relationship to you:

Address:

Postcode:

Email: **Tel:**

Name of referee and relationship to you:

Address:

Postcode:

Email: **Tel:**

Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Active Summer Camps can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulations (GDPR, 2016).

I agree that Active Summer Camps can contact any of my references provided above without contacting me first. I understand that these references are a requirement for the position that I am applying for.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

I can confirm that I do not have any unspent convictions as part of the Rehabilitation of Offenders act (Page 7), and if I have unspent convictions, I am to make Active Summer Camps aware during the application stage, and before shortlisting or interview.

Signed:

Date:

Guidance sheet

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

- Please type or write clearly in black or blue ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment history' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.

Finally good luck with your application and thank you for your interest in Active Summer Camps.