

Application Form

Cambridge United Foundation is committed to safeguarding and promoting the welfare of adults at risk and/or children and expects all our staff and volunteers to share these values. We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender reassignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us all the relevant information that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner. Suitable applicants will not be refused employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in – the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

Post details	
Post applied for	
Closing date	
Where did you see the post advertised?	

Personal details			
First Name (s)		Last Name	
Address		Home number	
		Mobile Number	
		Work Number	
		Email	
Postcode		Preferred contact method	
Are you eligible to work in the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you willing to provide proof of eligibility?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
National Insurance Number			

Education				
Please include all periods of any post-secondary education or training.				
School/college/university	Dates	Qualifications	Subject and grade	Full/part time study



Employment history	
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Please provide **full employment history** in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates.

IMPORTANT NOTE: When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details

Employer's name and address	Dates	Post held and duties	Reason for leaving

Gaps in employment, education, or training history

Please detail each period (of more than four weeks) when you were in in employment or education training.

From: (DD/MM/YYYY)	To: (DD/MM/YYY)	Reason for gap in employment, education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYY)	Reason for gap in employment, education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYY)	Reason for gap in employment, education and training history

Supporting statement (please give details about your skills, abilities, experience and personal qualities to demonstrate how you meet the criteria in the person specification, using examples wherever possible).

Equality statement Do you wish to inform us of any access or inclusion requirements necessary to support with attendance of the interview?

Referees

Please provide contact details for at least two referees who are able to comment on your suitability for the job applied for. You are responsible for providing accurate contact details so that referees can be contacted.

- The first referee **MUST** be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).
- Professional references will not be accepted from work colleagues who are not authorised to provide professional references in an official capacity on behalf of the organisation, or from people writing solely in the capacity of friends, or from relatives.
- If you have worked in regulated activity with children, young people or adults at risk previously, please suggest this organisation as a referee.

	Referee 1	Referee 2
Full name		
Company		
Position		
Address		
Telephone		
Email		
Relationship to you		

Our organisation will seek references on successful candidates, and will approach previous employers for information to verify particular experience or qualifications. If you are currently working with adults at risk and/children, your current employer will be asked about disciplinary offences relating to adults at risk and/children (including any conduct related to safeguarding concerns which the penalty is 'time expired'), and whether you have been the subject of any safeguarding related investigations or

concerns, and if so, the outcome of any enquiry or disciplinary procedure including any referrals to Disclosure and Barring Service (DBS), other professional bodies or the police. If you are successful at interview, any offer of employment will be subject to receipt of two satisfactory references and any additional pre-employment checks.

Disclosure & Barring Service Checks & Recruitment of Ex-Offenders

Due to the nature of the role, successful applicants will be required to undertake an Enhanced Disclosure & Barring Service DBS check.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Declarations

Relationships

Are you a relative or a partner of, or do you have close personal relationships with any employee of Cambridge United Foundation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please state their full name, post title and place of work		
Have you previously been employed or sort employment with Cambridge United Foundation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please provide details		

I can confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in dismissal.

Name	
Signature	
Date	