**Application for Employment**

**Private and Confidential**

|  |  |
| --- | --- |
| **Position Applied for:**  | **Return this form to:**  |
| Key Worker | **TLC Team** 21 Larch Drive OdsalBradfordBD6 1DUinfo@tlc-team.co.uk |

|  |  |
| --- | --- |
|  **Personal Details**  |  |
| **Name**  | **Title:** |  |
| **Forename(s):** |  |
| **Surname:** |  |
|  |
| **Contact** **Information**  | **Address:**   |  |
| **Post Code:**   |  |
| **Email:**   |  |
| **Tel No. (Home):**   |  |
| **Tel No. (Mobile)**   |  |
|  |
| **Are there any restrictions on you taking up Employment in the UK?**  |
|  | **Yes:** | [ ]   | **No:** | [ ]   | *(Click the box to select)* |
| **If Yes, Please Provide Details:** |
| **National Insurance Number:** |  |

|  |
| --- |
| **Education** (please complete in full and use a separate sheet if necessary) |
| **Start Date** | **End Date** | **Name of School/College/University** | **Qualification Gained** | **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Relevant Training / CPD obtained** (please complete in full and use a separate sheet if necessary) |
| **Date** | **Obtained at** | **Name of Training / Certificate obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Supporting Statement** |
|  | **Please indicate your reasons for applying for the post. You are also invited here to give any additional information which you wish to have considered in support of your application, and to list hobbies, spare time activities, interests, membership of voluntary organisations etc.** |
|   |

|  |
| --- |
| **Employment History** (please complete in full and use a separate sheet if necessary)  |
| **Current / Recent Employment** | **Name of Employer:**   |  |
| **Address:**   |  |
| **Dates of Employment:** | **Start Date** |  | **End Date** |  |
| **Job Title:**   |  |
| **Duties:**   |  |
| **Rate of Pay:**   |  |
| **Reason for Leaving:** |  |
| **Notice Period:**  |  |
| **Previous Employment #2** | **Name of Employer:**   |  |
| **Address:**   |  |
| **Dates of Employment:** | **Start Date** |  | **End Date** |  |
| **Job Title:**   |  |
| **Duties:**   |  |
| **Rate of Pay:**   |  |
| **Reason for Leaving:**   |  |
| **Previous Employment #3** | **Name of Employer:**   |  |
| **Address:**   |  |
| **Dates of Employment:** | **Start Date** |  | **End Date** |  |
| **Job Title:**   |  |
| **Duties:**   |  |
| **Rate of Pay:**   |  |
| **Reason for Leaving:**   |  |

|  |
| --- |
| **Please provide details of any gaps of employment history – with dates** |
|  |  |

|  |
| --- |
| **Other Employment**  |
|  | **Please note any other employment that you would continue with if you were to be successful in obtaining a position with TLC Team Ltd:**  |
|  |

|  |
| --- |
| **References** (please note here two persons from whom we may obtain both character and work references)  |
| **Reference 1** |  **Forename(s):**   |  |
|  | **Surname:**   |  |
|  | **Position Held:** |  |
|  |  **Address:**   |  |
|  |  **Post Code:**   |  |
|  |  **Contact No:**   |  |
|  | **Email:** |  |
|  | **May we approach the above prior to interview?**  | **Yes** |[ ]  **No** |[ ]
| **Reference 2** |  **Forename(s):**   |  |
|  | **Surname:**   |  |
|  | **Position Held:** |  |
|  |  **Address:**   |  |
|  |  **Post Code:**   |  |
|  |  **Contact No:**   |  |
|  | **Email:** |  |
|  | **May we approach the above prior to interview?**  | **Yes** |[ ]  **No** |[ ]

|  |
| --- |
| **Do you have an up-to-date DBS Disclosure?** |
| **Yes** [ ]  **No** [ ]  |
| **Standard** [ ]  **Enhanced** [ ]  |
| **CRB/DBS Certificate Number:**  |
| **Do you have, or have you ever been convicted of any offence?**  |
| **Yes** [ ]  **No** [ ]  |
| **If yes, please detail:** |
| **Do you have any charges pending prosecution now?** |
| **Yes** [ ]  **No** [ ]  |
| **If yes, please detail:** |
| **Have you ever had an application to work with children refused** |
| **Yes** [ ]  **No** [ ]  |
| **If yes, please detail:** |
|  |
| **Have you ever had any of your own children removed by the Local Authority from your care** |
| **Yes** [ ]  **No** [ ]  |
| **If yes, please detail:** |
|  |
| **Have you ever been dismissed from employment as a result from a child protection issue**  |
| **Yes** [ ]  **No** [ ]  |
| **If yes, please detail:** |
|  |
| **Do you agree to us checking this information with the Police or Department of Health and Social Security** |
| **Yes** [ ]  **No** [ ]  |