

Application Form – Guidance Notes

Personal Details

Please complete all parts of this section as fully as possible. Your personal details will be removed from the application form before shortlisting to ensure equal opportunities.

Education, Training, Employment

In order to help us assess your previous experience, training and employment, please complete these sections as fully as possible. Please give a full history, in chronological order. This should include any periods of post-secondary education/training and part-time and voluntary work, as well as full time employment. Please give start and finish dates, reasons for leaving employment and explanations for any gaps in education, training or employment.

Personal Statement in Support of Application

All applications will be considered against the criteria listed in the “Person Specification” which is enclosed with this application pack.

Please use the Personal Statement section to explain how you fit each of the criteria specified. It is extremely important that you explain how you meet each of the Essential Criteria and as many of the Desirable Criteria as possible, so that we have a full picture of your skills, experience and abilities.

Use this Personal Statement section to explain any gaps in your employment history.

You may continue on additional blank pages.

Please do not include a C.V. as it will not be considered by the shortlisting panel.

This is a confidential document and will normally only be seen by those who need to see it in order to shortlist and select.

Referees

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are shortlisted and before interviewing. If you do not wish your current employer to be contacted before interviewing please contact us and explain why.

Please avoid using family members as referees. However, if you have been employed by a family member you may use them as a referee, but you must make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

A second referee should be another employer. However, we appreciate that some applicants may not have had two employers, in which case please provide contact details for someone who can provide a character reference; the relationship between this character referee and you must be stated.

You should ask permission from your proposed referees before naming them on this application and make sure current contact addresses and phone numbers are supplied.

Please note that the successful candidate will need to provide us with a minimum of two satisfactory references before employment with this organisation begins.

Convictions and Disclosure

All roles at this organisation will require you to have the appropriate level Disclosure & Barring Service (DBS) check. If you are working unsupervised with children and young people the role is classed as Regulated Activity and as such along with the DBS Enhanced check, we will also check the DBS Barred Lists. It is a criminal offence to try and gain work in Regulated Activity if you are on the Barred Lists.

Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) (exceptions) order 1975, but the amendments to the Exceptions Order 1975 (2023) provide that certain convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account when making recruitment or employment decisions.

Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>. If you do have any cautions and convictions, it is your responsibility to check to see if they are protected and therefore do not have to be disclosed.

If you are offered the post applied for, we will arrange your DBS check. However, whilst we may allow you to start your employment with us, you will not be allowed to work unsupervised with the children. Confirmation of your appointment will be dependent on us receiving a satisfactory DBS check.

This organisation will follow the DBS Code of Practice concerning the use of information gained from the DBS Service which ensures that sensitive personal information is handled and stored appropriately and only kept for as long as necessary.

Your Right to Work in the UK

All employers must ensure that they only employ people who have a right to work in this country. You will be asked to provide proof of your right to work in the UK. This will be in line with the latest Government guidance. If you are invited to interview with us, you will be advised what documents to bring with you.

APPLICATION FORM

Please complete all parts of this application form as fully and clearly as possible.
Please use extra sheets if required.
Please remember to sign the declaration at the bottom of this page.

Section 1 – PERSONAL DETAILS

Post applied for	
First Name	
Surname	
Other full names known by (e.g. maiden name)	
Home address	
Post Code	
Phone Number	
Email address	
Where did you see the post advertised?	
Do you have the right to work in the UK?	

Section 2 – REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013, 2020, 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website or at Nacro - <https://www.nacro.org.uk/resource/what-do-i-need-to-disclose-from-my-criminal-record/>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Section 3 - DECLARATION

I confirm that information on this application is complete and accurate, and I understand that any offer of employment is subject to a) references which are satisfactory, b) a satisfactory DBS certificate and check of the Barred list (if appropriate), c) the entries on this form proving to be complete and accurate, and d) a satisfactory medical report (if appropriate).

I can confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed:	Date:
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Section 4 – PRESENT OR MOST RECENT EMPLOYMENT

Including voluntary work and time spent on childcare.

Employer / Place of work & Job Title	Summary of duties, reason for leaving & notice period (if applicable)	Dates	
		From	To

Section 5 – PREVIOUS EMPLOYMENT / WORKSHOPS OFFERED BY YOU

Including voluntary work and time spent on childcare.

Please explain any gaps in your education or employment history.

Employer / Place of work & Job Title	Summary of duties & reason for leaving	Dates	
		From	To

Section 6 – EDUCATION, QUALIFICATION AND TRAINING

Please include any relevant details for the position you are applying.

School / College / University / Training Establishment (including part time, adult education courses and short courses)	Qualification Obtained (if applicable)	Dates	
		From	To

Section 7 – PERSONAL STATEMENT INCLUDING SKILLS, EXPERIENCE AND KNOWLEDGE

Please state the reasons why you wish to apply for the positions and, using the person specification, please give details of any experience, skills or training that you feel is relevant to the job or any information you think may assist us in deciding your suitability for the job. Continue on a separate page if necessary.

Section 8 - REFERENCES

Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school.

Referee One

Name	
Address	
Occupation	
How they know you	
Years known	
Phone number	
Email	
Can we contact prior to interview?	

Referee Two

Name	
Address	
Occupation	
How they know you	
Years known	
Phone number	
Email	
Can we contact prior to interview?	

Please return the completed form to the office by email to admin@boysinmind.co.uk or by post to Eleanore Dickson, The Retreat, Forester Road, Bath BA26QG by the **16th December 2024 at 12.00 midday**.

You will be contacted by e-mail if you are selected for interview.