



## Staff Application Form

This is the start of our recruitment process; every applicant is asked to complete this application form. Please read this form before you begin to complete it. **Incomplete application forms will not be shortlisted.**

**Note: All sections of the application form MUST be completed even if a CV is attached.**

**Please complete using BLACK ink**

Post applied for: \_\_\_\_\_

Post advertised in: \_\_\_\_\_

Preferred number of hours: \_\_\_\_\_

### Personal Details

| SURNAME                                       | FULL FORENAMES         |
|-----------------------------------------------|------------------------|
| Mr / Mrs / Miss / Ms / Other (please specify) |                        |
| <b>HOME ADDRESS</b>                           | <b>CONTACT DETAILS</b> |
| _____                                         | Home: _____            |
| _____                                         | Work: _____            |
| _____                                         | Mobile: _____          |
| Post Code: _____                              | Email: _____           |

Do you hold a current full driving licence? YES / NO

Do you have daily use of a car? YES / NO

National Insurance Number \_\_\_\_\_

Notice period \_\_\_\_\_

### Reference Information

Please give the name, occupation and address of two responsible persons to whom you are **not** related and who can confirm your suitability for the post which you have applied for; at least one of whom must be your present/most recent employer.

I confirm that the persons below have consented to 4EDEN receiving their details and consent to being contacted by 4EDEN for the purpose of this application. I further confirm that I consent to 4EDEN receiving information about me and if required discussing me with the persons below, for the purpose of this application.

| Referee 1                                                    | Referee 2                                                    |
|--------------------------------------------------------------|--------------------------------------------------------------|
| Name: _____                                                  | Name: _____                                                  |
| Address: _____                                               | Address: _____                                               |
| Postcode: _____ Telephone: _____                             | Postcode: _____ Telephone: _____                             |
| Email: _____                                                 | Email: _____                                                 |
| Occupation: _____                                            | Occupation: _____                                            |
| Can we contact this person <b>BEFORE</b> interview? YES / NO | Can we contact this person <b>BEFORE</b> interview? YES / NO |

**Employment**

These should be in date order, for 10 years or since leaving school, with your current status first. There should be **no** gaps unaccounted for - *continue on a separate sheet if necessary*.

| Name and full address of employer | Period          |               | Position held and duties undertaken | Salary and Reason for leaving<br>(Please answer both) |
|-----------------------------------|-----------------|---------------|-------------------------------------|-------------------------------------------------------|
|                                   | From<br>(MM/YY) | To<br>(MM/YY) |                                     |                                                       |
|                                   |                 |               |                                     |                                                       |

## Education – Qualifications Obtained

Please give details of secondary schools, universities or other educational establishments that you have attended.

| Name of Establishment | From<br>(MM/YY) | To<br>(MM/YY) | Full or<br>part<br>time | Qualifications Obtained |       |
|-----------------------|-----------------|---------------|-------------------------|-------------------------|-------|
|                       |                 |               |                         | Subject                 | Grade |
|                       |                 |               |                         |                         |       |

## Other Professional Qualifications

Please give details, including dates, of any professional or vocational qualifications and training with the standard obtained. You can attach another sheet of paper if required.

| Subject | Level | Date achieved |
|---------|-------|---------------|
|         |       |               |

Please give details of any other education/vocational/in-house training undertaken that you feel is relevant to the post you have applied for.

| Course title/details | Date achieved |
|----------------------|---------------|
|                      |               |

**Relevant skills and experience** – Please answer the questions below.

We recognise that skills and experience are developed over time and in many different settings, not only through paid employment, but also through volunteering, community involvement, education and personal interests. We warmly encourage applicants from a wide range of backgrounds to apply, even if you do not meet every requirement listed in the job description.

Please ensure when completing this section, you take the opportunity to reflect and align how your knowledge and experience demonstrates our criteria and your suitability for this role.

**Please note : CVs and personal statements will not be accepted in place of this application form.**

1. Tell us more about you 😊

2. What are your key strengths/skills and experience in working with children, young people and vulnerable adults.

3. What do you understand by 'good safeguarding practice'.

4. Is there any further information you can give us to demonstrate how you feel you meet the person specification.

## Rehabilitation of Offenders Act 1974 - Declaration

Because the post involves working with people for whom we have a duty of care, the post is exempt from the provisions of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Applicants are therefore **not entitled to withhold information about convictions**, which for other purposes are 'spent' under the provisions of the Act. This will not necessarily exclude applicants, every person's situation will be considered individually and in line with service requirements, however you must be **honest and open** at this stage of your application.

Have you any criminal convictions? YES / NO

If YES please give details:-

## Additional Information

Please give details of any experience or skills that you feel are relevant to the post – try to relate your experience and/or skills to the job description and person specification. Attach a CV if available. Note: the application form must be completed even if a CV is attached

All information contained in this form will be treated as **STRICTLY CONFIDENTIAL**.

## Declaration

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to satisfactory references, Disclosure and Barring Service (DBS) previously known as CRB and probationary period and (if 4Eden believes it appropriate) a satisfactory medical report.

I understand that, because this post involves direct contact with people who have a learning disability, the post is subject to an Enhanced Disclosure via the Criminal Records Bureau and that the appointment will only be confirmed once a satisfactory Disclosure is received.

In line with Government regulations, those working in the 'care sector' are required to be fully vaccinated (unless exempt) please detail your vaccination history: \*subject to any changes/Government regulations

Furthermore, I consider myself physically and mentally fit for the work which I apply to carry out on behalf of 4Eden.

I confirm **ALL** sections of this application form have been completed.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

If you have any queries; please contact

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[www.4EDEN.co.uk](http://www.4EDEN.co.uk)

If your application is successful, this application form will be retained in your digital personnel file.

If your application is unsuccessful, this application form will be retained for a period of 6 months and then destroyed.

JAS\Recruitment\Job Descriptions\C4I Skills & Kids\C4I Skills Kids Application Form June 2026