



STAFF APPLICATION FORM

Post applied for:

PERSON DETAILS

Title	First Name	Surname
Address:		
Telephone: (home): (mobile):		
E-mail:		
National insurance number:		
DBS Update Number: (if applicable)		

1. TELL US ABOUT YOUR SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Please use the Job Description.

2. EMPLOYMENT HISTORY

(Please list your full employment history, both paid and voluntary since leaving school, with your details of your current or most recent employment first, including any periods of further education or training, you will be required to account for any gaps or discrepancies in employment history). Please write on addition paper if more space is required.

Dates From - To	Employer name and address	Job Title / Position	Nature of Work/Responsibilities

3. EDUCATION AND TRAINING AND DEVELOPMENT

Please tell us about any **relevant** qualifications and/or training that you have:

Start/end date	University, college, school, or training establishment	Qualification or course details	Grade

Manager Sam Dawson 07468 474 939

Owl Club, Oswald Road School, Oswald Road, Chorlton-cum-Hardy, Manchester, M21 9PL

Membership of any relevant professional body (Unison etc)	Please give name:
Do you have any relatives either working or attending the Club?	If yes, please give names and relationship:

4. YOUR SUPPORTING STATEMENT (personal statement)

I want to be part of the Owl Club Team because...

5. REFERENCES

Please give contact details of two people who are willing to provide references regarding your suitability for the post. One must be your most recent employer. We do not accept character references from relatives and close friends.

First referee: Present/most recent employer	Second referee
Name: Address:	Name: Address:
Email: Telephone: Relationship to applicant:	Email: Telephone: Relationship to applicant:
Can we approach your referees prior to interview? (Please circle your answer) YES / NO	

6. DISCLOSURE AND BARRING – this section is to be complete by hand.

Criminal Convictions

Due to the nature of this post and the law relating to it, this post is exempt from the Rehabilitation of Offenders Act. You must disclose all criminal convictions, cautions, court orders, reprimands, warnings or pending cases and even those convictions regarded as 'SPENT' must be disclosed.. It is a condition of any subsequent employment that you have done so. Failure to disclose any such information could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. Owl Club will only take into account when considering your application those convictions, cautions, court orders, reprimands, warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS Disclosure for a regulated activity being obtained for the successful applicant which is satisfactory to Owl Club. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

Please confirm that you agree to apply for a new DBS Certificate YES / NO

Please confirm that you have/will sign up to the DBS Update Service YES/ NO
(Owl Club will pay for your new DBS Check and for the subscription to the DBS Update Service)

Declaration

I have read and understood the above statement. If I have any convictions, cautions or pending cases to declare I will supply details of them at the time of application to Owl Club at the address shown below.

I further certify that the information contained on this application form is accurate and true and that any false or misleading information is an offence and will give Owl Club the right to terminate any engagement offered and possible referral to the police and other professional regulatory bodies.

Signed:

Date:

Please return this form to Owl Club, Oswald Road School, Oswald Road, Chorlton, Manchester M21 9PL or via email to Manager@owl-club.co.uk

If you receive no further communication within 6 weeks of the closing date please assume that your application has been unsuccessful. Thank you for your interest in the post.

Supporting Documents for the application form should be Owl Club's - Job description and Safeguarding/Child protection policy.

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Privacy notice:

The personal information that we collect about you is used only to process your job application and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.

Your information is kept secure during the selection process. We will use the contact details you give us to contact you in connection with your job application.

- *If you are not invited for interview your personal data will be erased within **14 days** of the application closing date.*
- *If you are invited for interview but not selected for the position, your personal data will be erased within **28 days** of the interview date.*

However, if you would like us to keep your application form on file for the next 12 months in case a suitable position becomes available, please tick this box.

- *If your job application is successful, this application form and other information relating to your appointment will be kept in your staff file for the duration of your employment. Full details will be given in the **Staff Privacy Notice** when you commence your employment with us.*

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