*Supporting Norfolk families with children who*

*have disabilities or special educational needs*

office@sensationalfamilies.org.uk

Charity Number 1173051



**PRIVATE & CONFIDENTIAL**

**Employment Application for Family Support Advisor**

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| **Vacancy Details** | |
| **Vacancy Applied For:** | Family Support Advisor |
| **Where did you see the vacancy advertised? If It was online, please specify which website:** |  |

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| **Personal Details** | | | |
| **Surname:** |  | **Forename:** |  |
| **Mobile Number:** |  | **Landline:** |  |
| **Address (including Post Code):** |  | | |
| **Email Address:** |  | | |
| **National Insurance Number:** |  | | |
| **Do you hold a current driving licence? Please circle or highlight.** | Yes / No | **Do you have access to a vehicle for work use? Please circle or highlight.** | Yes/ No |
| **Are there any endorsements on your driving licence? Please give details** |  | | |

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| **Membership of professional or technical associations/bodies (where relevant)** | | |
| **Name of professional/ technical association or body** | **Membership Status** | **Membership Number** |
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| **Education**  Listing, with the most recent first, your education journey, including schools, further and higher education, detailing where you attended, the dates from and to together with any examinations taken and grades achieved. | | | |
| **From (Year)** | **To (Year)** | **Name and Address of High School(s), College(s) and University(ies) attended** | **Grades/ Qualifications obtained and dates** |
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| **Other Training**  Please list any NVQs or other relevant specialist qualifications or training and short courses attended | | | |
| **Date Attended (Year)** | **Duration of course** | **Course Title or subject covered** | **Grade/ Level Obtained** |
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| **Previous Employment**  Please detail all previous roles, listing the most recent first, accounting for any breaks in employment. Please continue on a separate sheet if necessary. | | | | |
| **Date From** | **Date To** | **Job Title & Salary details** | **Name & Address of employer** | **Reason for Leaving** |
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| **Employment to be continued**  Please give details of any other employment to be continued alongside this role | | | |
| **Name of Employer** | **Job Title** | **Hours** | **Salary** |
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| **Supporting Statement** |
| Please provide a detailed statement to support your application.This part of the application is important and will contribute and influence on who is shortlisted for interview. Please do not leave this blank.  This is your change to ‘sell’ yourself to us by expanding on your skills, experience, and qualifications. Please include why you are applying for the position, what you feel you have to offer, how your training and skills are relevant or transferable to the role and a bit about yourself and your interests. You may wish to refer to the Job Description and Person Specification. Please continue an extra sheet if necessary. |
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| **References** | |
| Please give the names and details of two people you know in a professional context who are in a position to comment on your suitability as a candidate for this role, but who are not related to you. One should be your current or most recent employer. | |
| **Referee 1** | |
| Name: |  |
| Job Title: |  |
| Occupation or relationship to you (e.g. line manager): |  |
| Email Address: |  |
| Address: |  |
| Phone number: |  |
| Can we contact this person prior to interview? | Yes/ No |
| **Referee 2** | |
| Name: |  |
| Job Title: |  |
| Occupation or relationship to you (e.g. line manager): |  |
| Email Address: |  |
| Address: |  |
| Phone number: |  |
| Can we contact this person prior to interview? | Yes/ No |

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| **Proof of Eligibility** |
| Under Section 8 of the Asylum and Immigration Act, we are required to check that all employees are eligible to work within the UK.  The documents you are required to supply will be detailed in an invite to interview should you be shortlisted together with the documents required to process a DBS application for you. |

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| **Disclosure of Convictions/cautions/warnings** | |
| Due to the nature of the work SENsational Families does with Children and Vulnerable Adults, the majority of positions are exempt from those provisions of the Rehabilitation of Offenders Act, 1974 that allows convictions to be regarded as ‘spent’. Furthermore, because the duties of the job may involve substantial access to children or vulnerable adults, any appointment is subject to a check of police records through the Disclosures and Barring Service.  All applicants must state whether they have any convictions, cautions or bind-overs on the DBS self-declaration. Any information given will be treated in the complete confidence. Declaration of a conviction, caution or bind-over will be considered by the Board of Trustees but does not mean you will not be offered an interview or a job. However, failure to declare any convictions, cautions or bind-overs which subsequently come to light may lead to withdrawal of any offer of employment or to disciplinary action which may lead to dismissal. | |
| **Do you have any convictions, cautions or warnings? Please indicate one option by highlighting or circling** | I have none to declare |
| I have information to declare and have attached a sealed envelope with more information |
| **Do you hold a current DBS?** | Yes / No |
| **If Yes, are you signed up to the DBS update service?** | Yes/ No |
| **Have you ever been requested to attend a disciplinary hearing where a sanction or penalty has been imposed against you?** | Yes/ No |
| **Have you ever been the subject of a LADO or Safeguarding investigation? If yes, please provide details** |  |
| **Are there any criminal or employment disciplinary proceedings pending against you?** | Yes/ No |

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| **Declaration** | | | |
| I understand that any offer of employment will be subject to the information on this application form being true and correct. I authorise SENsational Families to make any appropriate checks which may be necessary in relation to the vacancy, I have applied for. (False information, or a failure to supply all details required in the application form, could make an offer of employment invalid or lead to termination of employment) if deemed necessary. SENsational Families is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us at lottie@sensationalfamilies.org.uk  All the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.  We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all this information.  We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.  We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.  We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.  The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for, but it might affect your application if you don’t.  *Applicants applying electronically will be asked to sign their completed application form if invited to attend an interview*. | | | |
| Signed: |  | Date: |  |

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| If you have any questions about SENsational Families or the vacancy you are applying for, please email to:  office@sensationalfamilies.org.uk  Please send your completed application form to  office@sensationalfamilies.org.uk  Please mark your application as Private & Confidential |

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**SENsational Families** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please return the completed form to SENsational Families at [office@sensationalfamilies.org.uk](mailto:office@sensationalfamilies.org.uk)

What is your Gender? Please highlight/mark or circle the term you prefer

|  |  |  |  |
| --- | --- | --- | --- |
| Male | Female | Intersex | Non-binary |
| If you prefer another term, please write it here: | |  | |

Are you married or in a civil partnership? Please highlight/mark or circle the term you prefer

|  |  |  |
| --- | --- | --- |
| Yes | No | Prefer not to say |

What is your age? Please highlight/mark or circle the term you prefer

|  |  |  |  |
| --- | --- | --- | --- |
| 16 to 24 | 25 to 29 | 30 to 34 | 35 to 39 |
| 40 to 44 | 45 to 49 | 50 to 54 | 55 to 59 |
| 60 to 64 | 65 to 69 | 70+ | Prefer not to say |

What is your ethnicity? Please highlight/mark or circle the term you prefer

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | | | |
| English | Welsh | Scottish | Northern Irish |
| Irish | British | Gypsy | Irish Traveller |
| Prefer not to say | Any other group, please confirm here: | |  |
| **Mixed / Multiple Ethnic Groups** | | | |
| White and Black Caribbean | White and Black African | White and Asian | Prefer not to say |
| Any other group, please confirm here: | |  | |
| **Asian / Asian British** | | | |
| Indian | Pakistani | Bangladeshi | Chinese |
| Prefer not to say | Any other group, please confirm here: | |  |
| **Black / African / Caribbean / Black British** | | | |
| African | Caribbean | Prefer not to say |  |
| Any other group, please confirm here: | |  | |
| **Other Ethnic Group** | | | |
| Arab | Prefer not to say |  |  |
| Any other group, please confirm here: | |  | |

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Do you consider yourself to have a disability or health condition? Please highlight/mark or circle the term you prefer

|  |  |  |
| --- | --- | --- |
| Yes | No | Prefer not to say |

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual Orientation? Please highlight/mark or circle the term you prefer

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual | Gay | Lesbian | Bisexual |
| Prefer not to say | If you prefer another term, please write it here: | |  |

Your Religion or Belief? Please highlight/mark or circle the term you prefer

|  |  |  |  |
| --- | --- | --- | --- |
| No Religion or Belief | Buddhist | Christian | Hindu |
| Jewish | Muslim | Sikh | Prefer not to say |
| If you have another Religion or Belief, please write it here: | | |  |

What is your current working pattern? Please highlight/mark or circle the term you prefer

|  |  |  |
| --- | --- | --- |
| Full time | Part time | Prefer not to say |

What is your flexible working arrangement?

|  |  |  |  |
| --- | --- | --- | --- |
| None | Flexitime | Staggered Hours | Term Time Only |
| Annualised Hours | Job-Share | Flexible Shifts | Compressed Hours |
| Homeworking | Prefer not to say | If other please state: |  |

Do you have any caring responsibilities? If yes, please highlight / mark / circle all those that apply.

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| --- | --- | --- | --- |
| None | Primary Carer of a child / Children under 18 | Primary carer of a disabled child / children | Primary carer of a disabled adult over 18 |
| Primary carer of an older person | Secondary carer | Prefer not to say |  |