

THE HARMONY TRUST

DBS SAFEGUARDING APPLICATION FORM

The Harmony Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment.

| Vacancy Details | |
|--|--|
| Job Title: | |
| Job reference number: | |
| Advertising origin | |
| Where did you hear about this vacancy? | |

It is the Trust's policy to ensure that all appointments are made on merit. **This form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel.** In order to monitor the effectiveness and success of this policy it would be helpful to us if you provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

| Personal Details | |
|----------------------------|--|
| Title: | |
| First name(s): | |
| Last name: | |
| Known as: | |
| Date of Birth: | |
| Address: | |
| Postcode: | |
| Contact Number: | |
| Email address: | |
| National Insurance Number: | |

| Eligibility to work in the UK | |
|---|--|
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements. | |
| Do you have an entitlement to work in the UK? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

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MONITORING EQUALITY AND DIVERISTY

Gender

Male ☐ Female ☐

Is your gender identity the same as the gender you were assigned at birth?

Yes ☐ No ☐

Ethnic Origin

| | | |
|-------------------------------|-----------------------------|--------------------------|
| White | British | <input type="checkbox"/> |
| | Irish | <input type="checkbox"/> |
| | Traveller of Irish Heritage | <input type="checkbox"/> |
| | Gypsy/Roma | <input type="checkbox"/> |
| | Polish | <input type="checkbox"/> |
| | Other White European | <input type="checkbox"/> |
| | Other White | <input type="checkbox"/> |
| Mixed | White and Black Caribbean | <input type="checkbox"/> |
| | White and Black African | <input type="checkbox"/> |
| | White and Indian | <input type="checkbox"/> |
| | White and Pakistani | <input type="checkbox"/> |
| | White and Bangladeshi | <input type="checkbox"/> |
| | Other mixed | <input type="checkbox"/> |
| Asian or Asian British | Indian | <input type="checkbox"/> |
| | Pakistani | <input type="checkbox"/> |
| | Bangladeshi | <input type="checkbox"/> |
| | Kashmiri | <input type="checkbox"/> |
| | Other Asian | <input type="checkbox"/> |
| Black or Black British | Caribbean | <input type="checkbox"/> |
| | African | <input type="checkbox"/> |
| | British | <input type="checkbox"/> |
| | Somali | <input type="checkbox"/> |
| | Other black | <input type="checkbox"/> |
| Chinese or other | Chinese | <input type="checkbox"/> |
| | Other ethnic group | <input type="checkbox"/> |
| | Unknown | <input type="checkbox"/> |

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| Religion/Belief | | | |
|-----------------|--------------------------|-------------|--------------------------|
| Buddhist | <input type="checkbox"/> | Muslim | <input type="checkbox"/> |
| Christian | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Jewish | <input type="checkbox"/> | No Religion | <input type="checkbox"/> |

| Sexual Orientation | | | |
|-----------------------|--------------------------|-------------------|--------------------------|
| Bisexual | <input type="checkbox"/> | Gay man | <input type="checkbox"/> |
| Heterosexual/Straight | <input type="checkbox"/> | Gay Woman/Lesbian | <input type="checkbox"/> |

| Caring Responsibilities | | | |
|--|--|--|--|
| <p>Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please indicate who you provide such care for?</p> <p>Adults (18 over) <input type="checkbox"/> Children <input type="checkbox"/></p> | | | |

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OTHER APPLICANT DETAILS

| | | |
|---|--|--|
| Are you currently, or have you previously been employed by this organisation? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, please provide dates from and to and reasons for leaving (if applicable): | Date from: | |
| | Date to: | |
| | Reason for leaving (if applicable): | |

| | | |
|---|--|--|
| Are you related to a Councillor, Governor or senior officer of this organisation? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, please provide details: | Name: | |
| | Relationship to you: | |

Dismissed

| |
|--|
| <p>Have you ever been dismissed from any employment for any reasons other than redundancy?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES please give details, including dates, reasons and employer.</p> |
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DECLARATIONS

I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.

I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge

I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

YES ☐ NO ☐

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REHABILITATION OF OFFENDERS

This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act. You must therefore respond to the question below – failure to disclose such information could result in dismissal but will not necessarily be a bar to employment with us.

| Declaration | |
|---|--|
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If yes, please state;

Do you have any previous offences/s? If so please give details

| Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
|---|-----------|-------------------|---------------------|
| | | | |
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Disability

Equality Act (2010)

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities.

The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to be disabled according to this definition?

Yes ☐ No ☐

If you answered yes, how would you define this impairment?

Please specify any arrangements we can make to assist you if you are invited for interview/assessment.

Disclosure

In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data protection Act 1998 and subsequent legislation.

Signed:

Date:

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REFERENCES

Please give details of two referees, one of which must be from your current/last line manager. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in with children. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. References will be taken up prior to interview due to safeguarding practices.

Current or most recent employer

| | |
|--------------------------------|--|
| Referee name: | |
| Job title (if applicable): | |
| Organisation: | |
| Address: | |
| Postcode: | |
| Switch Board Telephone number: | |
| Email address: | |
| Relationship to you: | |

Previous Employer

| | |
|--------------------------------|--|
| Referee name: | |
| Job title (if applicable): | |
| Organisation: | |
| Address: | |
| Postcode: | |
| Switch Board Telephone number: | |
| Email address: | |
| Relationship to you: | |

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EMPLOYMENT HISTORY

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

| Employment Experience | |
|--|--|
| Name of current/most recent employer: | |
| Job Title: | |
| Address: | |
| Postcode: | |
| Salary and benefits: | |
| Date from (dd/mm/yyyy): | |
| Date to (dd/mm/yyyy) (if applicable): | |
| Period of notice required (if applicable): | |
| Reason for leaving: | |
| Please provide brief details of duties and responsibilities: | |

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history.

| Previous Employment Experience | | | | | | |
|--------------------------------|-----------|---------|------------------------|---|--------------------|---|
| Name of previous employers | Job Title | Address | Date from (dd/mm/yyyy) | Date to (dd/mm/yyyy) (if applicable) | Reason for leaving | Please provide brief details of duties and responsibilities |
| | | | | | | |

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

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EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

| EDUCATION | | | |
|----------------|-------|----------------|---------------|
| Qualifications | Grade | Where Obtained | When Obtained |
| | | | |

| MEMBERSHIP OF PROFESSIONAL BODIES | | | |
|-----------------------------------|------------------------------|-------------------|--------------------|
| Professional Body | Level & method of membership | Membership Number | Date of Membership |
| | | | |

| TRAINING / DEVELOPMENT | | |
|------------------------|----------|---------------|
| Subject | Provider | Date Attended |
| | | |

SUPPORTING INFORMATION

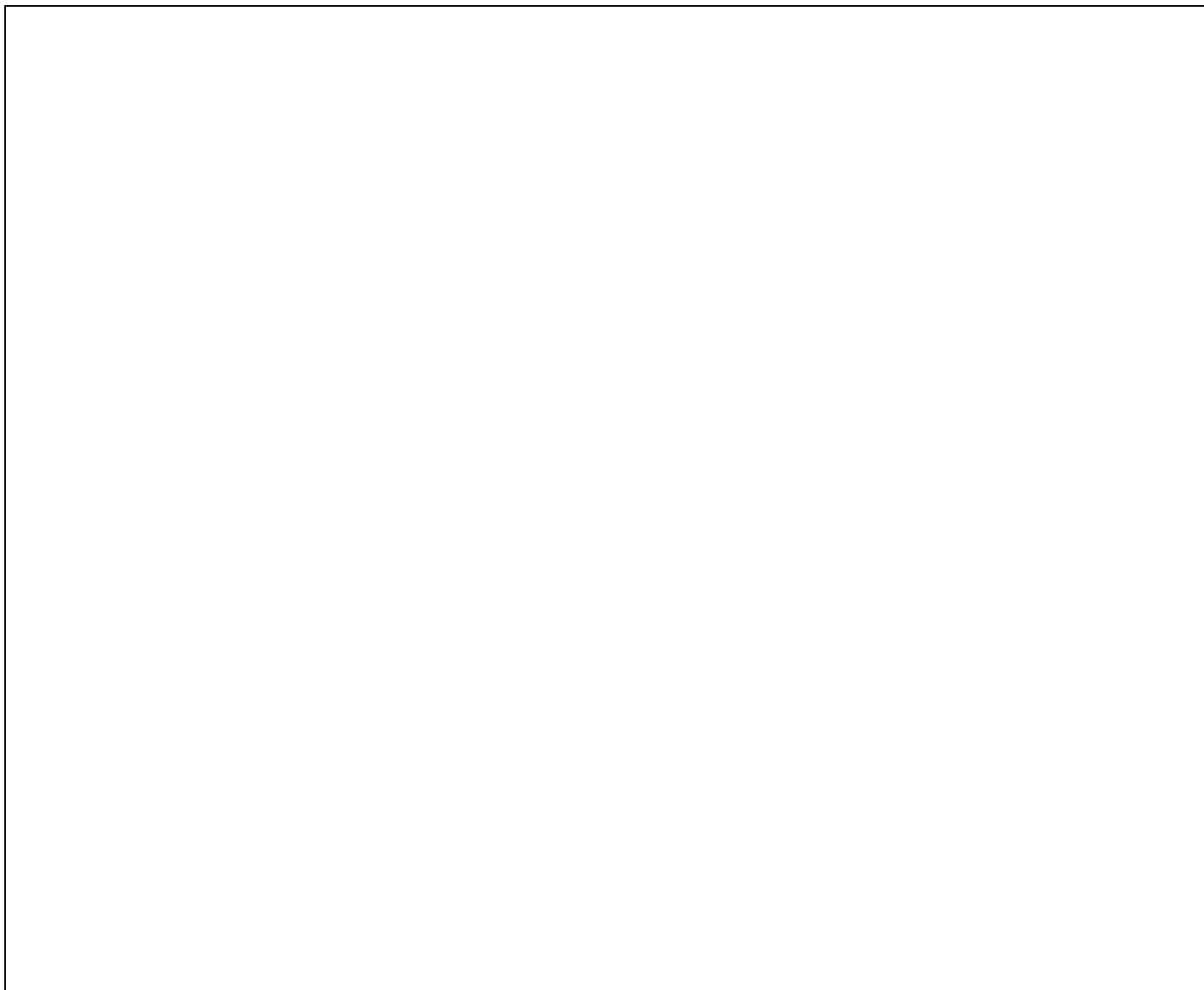
Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Always remember to specify your responsibilities rather than those of your section or department**

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