

## World ORT- Job Application Form

Thank you for your interest in this position within World ORT. The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please write/type in black ink.

### Job details

Post applied for:	
Programme / Course:	

### Personal details

Title:	
First name:	
Surname:	
Maiden or previous name(s):	
Home address:	
Correspondence address including postcode (if different from above):	
Email address:	
Daytime telephone number:	
Home telephone number:	
Mobile telephone number:	
National Insurance number (if applicable):	
Do have the right to work in the UK? How will this be evidenced?	

## Education & Qualifications

Please include all qualifications obtained through school/ college/ university

(NB: Shortlisted candidates will be required to produced qualification certificates at interview)

Qualification	School/ Awarding Body	Grade	Dates

## Further Qualifications & Further Training

Please include all professional courses or training undertaken (e.g. first aid)

Awarding Body	Subjects / Course Title	Qualifications Obtained	Length of courses & Dates

## Current or most recent employment

Name & Address of employer:			
Telephone no:			
Position title:			
Dates of employment:			
Are you still employed by this establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date and reason for leaving (if applicable)			

## Previous Employment

Employer	Position	From / To	Reason for leaving

## Other History

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

## Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, this role involving working with children requires you to declare any criminal convictions (including cautions) regardless of whether or not they would be considered spent in other circumstances.

Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any alleged offences outstanding against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'.

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## Declaration by Applicant

### Safeguarding and Welfare of children

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?

☐ Yes ☐ No

If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope (or in a password-protected email attachment) marked confidential and attach it to your application form.

### Disciplinary Record

Are you (or have you ever been) dismissed from, or given a final warning in, a post involving working with children for alleged misconduct or resigned in the face of such allegations?

☐ Yes ☐ No

If 'YES', please give details:

Have you ever been barred from working with children?

☐ Yes ☐ No

If 'YES', please give details:

## Relevant Experience

The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

## Referees

Name, address and position of two persons that can comment on your ability and suitability to work with children. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a school or university that you have attended. If you are not currently working with children, you should provide details of the employer where you last worked with children.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

### 1) Present/Most recent employer

Name:	
Address:	
Occupation:	
Telephone no.	
Email address:	

### 2) Other reference

Name:	
Address:	
Occupation:	
Telephone no.	
Email address:	

**NOTE:** References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. If you would rather that your current employer not be asked for a reference until after interview, please tick here: ☐

## Declaration

I declare that the information given is true and accurate.

There is no legal or other reason why I cannot take up this employment, if offered, and I accept that if any legal reason why I cannot take up this employment is discovered, it may lead to my immediate dismissal.

Signature:		Date:	
Print name:			

### Data Protection

All details provided in this application form will be used solely for the purpose of recruitment for this position and shared only with those directly involved in the process. All details will be kept confidential and stored securely. If unsuccessful, any information may be stored for up to 6 months before being destroyed confidentially.