



First Steps, (Bath)

Registered Charity No. 1012690



Providing children's centres and family services in the community

STAFF APPLICATION FORM

POST APPLIED FOR.....

HOW DID YOU FIND OUT ABOUT THIS VACANCY?.....

TITLE.....FIRST NAME.....SURNAME.....

ADDRESS.....

.....

.....POSTCODE.....

TEL. NO: DAY.....EVENING.....

EMAIL ADDRESS.....

RELEVANT QUALIFICATIONS AND/OR EXPERIENCE IF APPLICABLE

Secondary Schools, Colleges or Universities attended	Exams passed/ qualifications gained	From	To

*Please enclose photocopies of relevant qualifications with this form, and bring originals with you if invited for interview

CURRENT OR MOST RECENT EMPLOYMENT (IF APPLICABLE)

EMPLOYER.....POST.....

Brief description of job and main duties

START DATE.....END DATE (IF APPLICABLE).....

CURRENT SALARY.....REASON FOR LEAVING.....

HOW MUCH NOTICE DO YOU NEED TO GIVE?.....

NATIONAL INSURANCE NO.....

PREVIOUS EMPLOYMENT HISTORY

Employer	Post title and main duties	Dates	Reason for Leaving

* Please add additional sheets as necessary.

SUPPORTING STATEMENT

Please state below how your skills, knowledge and previous experience (whether paid or unpaid) support your application for this post

Continue on a separate sheet if necessary

Name and Address of 2 Referees (one of which should be your current or most recent employer)

1. Name.....
Organisation.....
Address.....
.....
Tel No..... Email

Capacity in which referee is known to you.....

2. Name.....
Address.....
.....
Tel No..... Email

Capacity in which referee is known to you.....

References will be taken up for the successful candidate following interview

Have you ever been convicted of, or cautioned for any Criminal Offence (conviction for this purpose includes being put on probation, or being given an absolute or conditional discharge, or being bound over, or being given a formal caution). This includes "spent" convictions.....YES/NO

If yes, please give details.....

Have you ever been the subject of any proven/unproven investigation(s) or complaints in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity? YES/NO

If yes, please give details.....

Do you hold a current CRB Clearance? YES/NO.....Date of Issue.....

CRB Level.....STANDARD/ENHANCED

Are you in good health at present?.....YES/NO

How many days sickness/absence have you had in the last year?.....

If shortlisted for interview, please give any days/dates when you would **NOT** be available:

I declare that the information given in this application is true to the best of my knowledge and belief.

Signature of applicant.....Date.....

Please return this application form by the closing date to:-

First Steps, (Bath)
Woodhouse Road
Twerton
BATH
BA2 1SY
Tel: 01225 444791
Fax 01225 334596
Email: info@firststepsbath.org.uk

This form may be returned by email or fax, but a signed copy must be brought to the interview if you are shortlisted.

DATA PROTECTION: The personal information provided on this application form will be used for employment purposes and processed, held and accessed under the terms of the Data protection Act 1998. No personal information will be passed to a third party without your permission