**GRACE FOUNDATION APPLICATION FORM**

*Grace Foundation is committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff to share this commitment.*

|  |  |
| --- | --- |
| **Application for the post of:** |  |

|  |  |
| --- | --- |
| **Post Location (School/Academy):** |  |

|  |  |
| --- | --- |
| **Full Name:** |  |

|  |  |
| --- | --- |
| **Contact Number:** |  |

|  |  |
| --- | --- |
| **Email Address:** |  |

**PART A**

1. **PRESENT POST (or last post if currently unemployed)**

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Post Held**  |  |
| **Status**  (perm / temp / acting) |  |
| **Date appointed to current post** |  | **Date appointed to employer** (if different) |  |
| **Current Salary** |  |
| **Date available to take up appointment** |  |

**2. FULL CHRONOLOGICAL EMPLOYMENT HISTORY**

**Please provide a full history in chronological order since leaving secondary education.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of employer** | **Position held and salary level on leaving** | **F/T****or P/T** | **Dates** | **Reason** **for****leaving**  |
| **From** | **To** |
| **Mth** | **Yr** | **Mth** | **Yr** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |

 **Please enclose a continuation sheet if necessary**

**3. EDUCATION & QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & address of Secondary School** | **Date From**  | **Date To** | **Qualifications Gained with Date and Level attained** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of University, College / Other Higher Education** | **Date From**  | **Date To** | **Full or Parttime** | **Qualifications or Subjects Passed with details of standard obtained** |
|  |  |  |  |  |

|  |
| --- |
| **Additional Qualifications**  |

1. **RELEVANT TRAINING**

 **Please list relevant courses attended in the past 3 years.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
|  |  |  |  |

1. **OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**Please enclose a continuation sheet if necessary**

1. **VISION AND VALUES**

We have a clear expectation that employed staff will have a familiarity with, and an ability to perform in accordance with, the mission, vision, and values of Grace Foundation’s charitable objectives. In line with these charitable objectives, and in accordance with the Equality Act 2010, it is therefore a Genuine Occupational Requirement that this post holder is a practicing Christian unless specified otherwise in the job description.

Briefly explain how you fit our criteria for employment followed by why you think our Christian ethos is so important and how it can positively impact young people and their families.

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|  |

1. **REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent line manager or employer. If you are not currently working with children, please provide a referee from your most recent employment involving children.

**First referee Second referee**

|  |  |  |
| --- | --- | --- |
| **Title and Name** |  |  |
| **Address and post code** |  |  |
| **Telephone number** |  |  |
| **Email address** |  |  |
| **Job Title** |  |  |
| **Relationship to applicant** |  |  |

1. **SELF DECLARATION**

|  |
| --- |
| **Declaration of Individual** |
| Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/ pending prosecution? | **¨ NO** | **¨ Yes – please provide full details (use separate sheet if needed)** |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | **¨ NO** | **¨ Yes – please provide full details (use separate sheet if needed)** |
| **Please tick the boxes below and then sign this form** |
| ¨ I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation’s attention. |
| ¨ I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children. |
| **Signature:** |
| **Print Name:** |
| **Today’s Date:** |

**Part B Internal Ref . No.\_\_\_\_\_\_\_**

**This section may be separated from Part A on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.**

|  |  |
| --- | --- |
| 1. **Legal Surname**
 |  |
| 1. **All previous surnames**
 |  |
| 1. **All forenames**
 |  |
| 1. **Title**
 |  |
| 1. **Current Address**
 |  |
| 1. **Postcode**
 |  |
| 1. **Home telephone number**
 |  |
| 1. **Mobile telephone number**
 |  |
| 1. **Date of Birth**
 |  |
| 1. **National Insurance Number**
 |  |
| 1. **Have you ever been subject to an investigation or disciplinary action relating to the welfare of children?**
 | **Yes No**If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. |
| 1. **Are you subject to any legal restrictions in respect of your employment in the UK?**
 | **Yes No**If YES please provide details separately |
| 1. **Do you require a work permit?**
 | **Yes No**If YES please provide details separately |
| 1. **Do you have a current full driving licence?**
 | **Yes No** |
| **15. Are you related to or have a close personal relationship with any current Staff member or connected party with Grace Foundation?**  | **Yes No** If YES, you can give brief details here or you can submit separately under confidential cover. |
| **16. Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?**  | **Yes No**If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc). |

**DECLARATION**

 I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand that by signing this form I accept that the information I have provided may be used in compliance with the Data Protection Act 1998 and GDPR 2018 for the purposes of potential contractual employment with Grace Foundation and in particular that checks may be carried out to verify the contents of my application form.

  **Signature of Candidate Date**

 **Print Name**

**Please send your completed application together with a Cover Letter to:**

**info@grace-foundation.org.uk** **by the advertised deadline**

**GET IN TOUCH**

 **Email: info@grace-foundation.org.uk**

 **Telephone:** 0121 730 8280

 **Write to us:**

Grace Foundation
The Gate
International Drive
Shirley
Solihull
B90 4WA

 **Follow us on social media:**

<https://www.instagram.com/gracefoundationuk/>

<https://twitter.com/GraceFdtn>

<https://www.facebook.com/gracefoundationcharity/>

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**www.grace-foundation.org.uk**