

At St Christopher's we are committed to the safeguarding of all children and young people in our care. During the recruitment process you will be expected to complete an application form to ensure we capture essential information to meet legislation, best practice and vetting requirements. Unfortunately, in most cases a CV alone is not an acceptable form of application unless stated otherwise.

All posts are subject to a mandatory reference vetting process that must cover at least three years of your previous employment and be from at least two different sources. If the post you apply for involves working with children and young people you will be subject to an enhanced Disclosure and Barring Service (DBS) check.

Please be assured that the information you supply on this form will be treated **in confidence**.

Post applied for

Reference no.

Location

## Personal Details

Name

Title

Mr

Mrs

Home address

Miss

Ms

Other title

Postcode

National Insurance  
 Number

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

Are you free to remain and take up employment in the Isle of Man with no current immigration restrictions?  
 (IoM posts only)

Yes

No

## Current Employment

Employer			Contact name
Job title			Phone number
Contract type			Contact email
Notice period			Postal address
Reason for leaving			
Employment dates in the format (MM/YYYY)	From	To	Postcode
Brief description of duties/responsibilities			

Reference Details

## Previous Employment

Please use the next two pages to provide full details of all paid and unpaid employment and breaks in employment since leaving full time education. Please give the name and contact details of your referees, they must cover at least the **last three years** of your employment and be from at least **two different sources**.

We also require further reference details for all jobs where you have previously worked with children, young people and vulnerable adults. We may check with your previous employers to establish reasons for leaving and any disciplinary actions involving the safety and welfare of children.

If you have any questions about our referencing requirements, please email [recruitment@stchris.org.uk](mailto:recruitment@stchris.org.uk).

Position 1 - Job Details	<p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates    From                      To</p>	Position 1 - Reference Details	<p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>
Position 2 - Job Details	<p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates    From                      To</p>	Position 2 - Reference Details	<p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>
Position 3 - Job Details	<p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates    From                      To</p>	Position 3 - Reference Details	<p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>
Position 4 - Job Details	<p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates    From                      To</p>	Position 4 - Reference Details	<p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 5 - Job Details</p> <p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates      From                      To</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 5 - Reference Details</p> <p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 6 - Job Details</p> <p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates      From                      To</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 6 - Reference Details</p> <p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 7 - Job Details</p> <p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates      From                      To</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 7 - Reference Details</p> <p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 8 - Job Details</p> <p>Employer</p> <p>Job title</p> <p>Reason for leaving</p> <p>Employment dates<sup>4</sup>      From                      To</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Position 8 - Reference Details</p> <p>Contact name</p> <p>Phone number</p> <p>Email address</p> <p>Postal address</p> <p>Postcode</p>

## Particulars of any Voluntary Work

Employer	Date from	Date to	Position Held	Duties performed
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## Other Relevant Professional Qualifications

Professional Body	Qualification level	Full date on which obtained
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## Education/ Qualifications

School/ College/ University	Date from	Date to	Qualifications gained including subjects and grades
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## Supporting Statement

Please refer to the job description in particular the essential criteria listed in the person specification to outline how you meet the requirements of this role. This is an opportunity to present how your experience, knowledge and skills are relevant to the post you are applying for including any transferable skills you may have.

## Disclosure of Convictions/ Cautions (Rehabilitation of Offenders Act 1974)

Under the Rehabilitation of Offenders Act 1974 (exemptions) order 1975, spent convictions and/ or cautions must be disclosed. PLEASE GIVE FULL DETAILS OF ANY CONVICTIONS/ CAUTIONS. Information regarding spent convictions will not necessarily disqualify you from consideration. For the full policy on this matter please contact the HR team at St Christopher's.

If you have none, confirm by checking this box: No      I have no convictions, cautions or pending court cases  
Yes      I have provided full details in the space below

Full details (if applicable)

## Facilities at Interview

The Disability Discrimination Act (DDA) 1995 protects disabled people from unlawful discrimination. If you are a person with a disability, please advise us if you have any requirements you would like us to be aware of in case you are invited for interview.

Is there any special help you may require for interview?	Yes	Detail any request
	No	

## Data Protection Act (1998)

Under the Data Protection Act 1998, St Christopher's reserves the right to collect, store and process personal information about applicants in so far as it is relevant to your application. This also applies during employment. This includes processing of sensitive data for the purposes of monitoring equality and diversity. I hereby give consent to such collection, storage and processing of my personal data and agree that the information given on this form may be used for registration purposes.

I agree

## Declaration (to be completed by all applicants)

I declare that the information given on this application is true to the best of my knowledge; I understand that any deliberate, misleading statements or omissions may lead to withdrawal of any offer of employment or render me liable for dismissal if appointed.