**APPLICATION FOR EMPLOYMENT**

**This page will be detached from the rest of the application form, stored separately and will not be used as part of the short-listing process.**

 Data Protection Act – All job applications will be stored adhering to GDPR requirements and our Applicant Privacy Notice.

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| **POST TITLE: Trauma-Informed Practitioner** |  | Applicant No: |
| **VACANCY NUMBER: NA** | Internal Applicant: YES / NO |
| **ADVERTISED IN:** | Interview Time: |

|  |  |  |  |
| --- | --- | --- | --- |
| PERSONAL DETAILS | | | |
| Title: | Forename(s): | | Surname: |
| Former names (eg maiden name) | | |  |
| Address: | | | National Insurance Number: |
|  | | | Telephone Number (Home): |
|  | | | Telephone Number (Work): |
|  | | | Mobile Phone Number: |
|  | | | Email Address: |
| REFERENCES | | | |
| Please give details of people preferably known to you in a professional capacity, and where possible to include your present or most recent employer. If you are applying for a role to work with young people and have worked with children or young people in the past, you must include a reference contact from the employer where you most recently worked with children or young people | | | |
| Name: | | Name: | |
| Position: | | Position: | |
| Relationship to you: | | Relationship to you: | |
| Organisation / Company: | | Organisation / Company: | |
| Address and Postcode: | | Address and Postcode: | |
| Telephone Number: | | Telephone Number: | |
| Email Address: | | Email Address: | |
| Length of time you have known this person: | | Length of time you have known this person: | |
| May we contact this referee before interview? | | May we contact this referee before interview? | |
| RELATIONSHIPS / CANVASSING | | | |
| Are you the parent, grandparent, spouse, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of any member of staff or Director of Rock Pool Life C.I.C, or the partner of such persons? If yes, please state to whom and the nature of the relationship.    Please note that seeking support of any member of staff or Director for your application, directly or indirectly, will disqualify your application. | | | |

**APPLICATION FOR EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **POST TITLE: Trauma-Informed Practitioner** |  | **FOR OFFICE USE ONLY** |
| **VACANCY NUMBER: NA** | Applicant No: |
| **LOCATION: Hampshire** | Interview time: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FURTHER AND HIGHER EDUCATION** | | | | |
| School / College/ University | From | To | Qualifications gained | Grades |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROFESSIONAL QUALIFICATIONS** | | | |
| Awarding Body | Qualification | How obtained (examination, election etc.) | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Professional Body | Grade of Membership | How obtained (examination, exemption etc.) | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FURTHER INFORMATION** | | | |
| Are you applying to job share the post? | | | NA |
| Do you require any reasonable adjustments for the interview process | | |  |
| If yes, please explain so we can do our best to accommodate your needs | | | |
| Do you need permission to work in the UK? | | |  |
| Are you able to produce original documentation, if asked for interview, which demonstrate you are entitled to work in the UK? | | |  |
| **OTHER RELEVANT TRAINING** | | | |
| Dates | Duration of Training | Nature of Training | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** | | | |
| Employer’s Name and address: | Job Title: | Dates  Started:  Left: | |
| Basic salary / wage: | Pay supplements: | | |
| Additional allowances / benefits: | Period of notice or date available to take up employment: | | |
| Is this your only current job? | | |  |
| Does this job involve working with children or young people? | | | |
| Reason for wishing to leave: | | | |
| Brief outline of duties and responsibilities: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT including Voluntary Positions (most recent first)** | | | | |
| Employer’s name and location | Position held and main duties | Dates | | Reason for leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT (continued)** | | | | |
| Employer’s name and location | Position held and main duties | Dates | | Reason for leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Please continue on separate sheet |  |  |  |

|  |
| --- |
| **GAPS IN EMPLOYMENT HISTORY or EDUCATION/TRANING** |
| Please give explanations for periods not in employment or education/training |
|  |

|  |
| --- |
| **LEISURE INTERESTS** |
| Please outline your leisure interests, pastimes or societies in which you have played an active part that are relevant to the post you are applying for |
|  |

|  |
| --- |
| **SUPPORTING STATEMENT: RELEVANT KNOWLEDGE, SKILLS AND ABILITIES, AND COMPETENCIES/EXPERIENCE** |
| Please provide a statement of the skills and abilities, and competencies/experience that you believe are relevant to your suitability for the post and explain how you meet the person specification for the role. You can draw on your experience in both paid and voluntary work and education/training:    Please continue overleaf if necessary |
| **SUPPORTING STATEMENT:** **RELEVANT KNOWLEDGE, SKILLS/ABILITIES,COMPETENCIES/EXPERIENCE (Continued)** |
| (maximum of 750 words) |

|  |
| --- |
| **DRIVING LICENCE** |
| Do you hold a full driving licence? |

|  |
| --- |
| **EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF YOUNG PEOPLE** |
| We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment.  As part of our commitment, we need to ensure that all potential employees satisfy our employment checks.  Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, DBS check, plus  **Vetting Requirements:**  This post is subject to Non Police Personnel Vetting. Further information about this process will be provided to successful candidates. Candidates must have resided in the UK for a minimum of 3 years in order for clearance to be obtained.  Have you recently been subject to a DBS check and, if so, do you have a copy of your certificate? |
| **REHABILITATION OF OFFENDERS ACT 1974**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).  **Please answer the following two questions taking this guidance into account:** |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/ No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes/ No |
| If you have answered yes to either question above, please summarise below: |
| Having a conviction will not necessarily stop you from being considered for employment but will need to be taken into consideration when assessing your suitability. In certain circumstances, employment may be dependent upon obtaining a satisfactory disclosure from the Disclosure and Barring Service. |

|  |
| --- |
| **DECLARATION (please read carefully before signing this application)** |
| I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate.  I understand that Rock Pool Life C.I.C reserves the right to ask me to undergo a medical examination. I understand that my consent will be required under the Medical Rights Act 1998.  I understand that should I be successful in this application, I will be subject to police vetting, as above. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.  I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice.  I understand that as part of Rock Pool Life C.I.C’s recruitment process, my data will be collected, processed and retained in accordance with the General Data Protection Regulation (GDPR) and as detailed in Rock Pool Life C.I.C’s ‘Recruitment – Applicant Privacy Notice’.  I understand that my application may be retained for 6 months after the recruitment process ends unless I withdraw my consent. Should I be successful in employment my application will be retained until 6 years after my employment ends.  Signed: …     ………………………………………………………………………………………………  Date: ……     ……………………………………………………………………………………………… |

**Closing date for applications: 13th February 2023**

**Response to application: 15th February 2023**

**Interviews in Hampshire: 21st February 2023**

**Important Information for Submitting your Application**

CV’s will not be accepted as part of the application process

All parts of the application form must be completed

Please send your completed application form to claire@rockpool.life

Where you are not able to apply in this way you can post your application to:

Claire Davis

Rock Pool Life C.I.C

Brixham Laboratory

Freshwater Quarry

Brixham

TQ4 7ES

You can phone us on Tel: 01803 659191

You can email us at: claire@rockpool.life

Should you require more information about the post you can contact Claire Davis using the contact details above.

**Applications arriving past the closing date will only be considered**

**at the company’s discretion**

Rock Pool Life C.I.C has a commitment to be an Equal Opportunities Employer.