Roundabout Application form

Please complete all sections of this form using black ink or type.

Please return your completed application form to: recruitment@roundaboutltd.org

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| **ABOUT THE ROLE** |
| **Application for the post of:** |  |
| **Job Reference Number:** |  |
| **What date are you available to begin a new post?** |  |
| **Where did you hear about this job?** |  |

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| **personal DETAILS** |
| **Title** |  | **First name** |  |
| **Surname** |  | **Previous surnames**  |  |
| **Preferred name:** |  |
| **National Insurance number** |  |

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| **contact details** |
| **Address** |  |
| **Postcode** |  |
| **Mobile Phone** |  | **Home Phone:** |  |
| **Email Address** |  |

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| **DISABILITY AND ACCESSIBILITY**  |
| Roundabout Ltd is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| **right to work in the uk** |
| We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.By signing this application, you agree to provide such evidence when requested. |
| Do you have the right to work in the UK? [ ]  Yes [ ]  No |
| If yes, please state on what basis: [ ]  UK citizen [ ]  EU settled status [ ]  Skilled worker visa [ ]  Graduate visa [ ]  Youth mobility visa [ ]  Other – please provide full details below |
| If applicable, please provide a Share Code to enable us to run an applicant right to work check on the Gov.Uk website:**Share Code:****Date of Birth** (only complete if you have provided a share code): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **relationship to Roundabout Ltd** |
| Please list any personal relationships that exist between you and any of the following members of the Roundabout Ltd community:**Trustees Employees Clients**If you have a relationship with a trustee or employee, this does not necessarily prevent them from acting as a referee for you.  |
| **NAME** | **relationship TO YOU** | **rOLE AT ROUNDABOUT LTD** |
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| **Disclosure and barring and recruitment checks**  |
| Roundabout Ltd is fully committed to the safeguarding of our young people.All Roundabout Ltd employees are required to undertake an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.For posts in regulated activity, the DBS check will include a barred list check.It is an offence to seek employment in regulated activity if you are on a barred list.Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Roundabout Ltd’s privacy notice. If you’ve lived and/or worked outside of the UK, Roundabout Ltd may make further checks deemed appropriate in addition to the usual pre-employment checks. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.* **Have you spent time living or working outside of the UK?** [ ]  Yes [ ]  No

If you have answered yes, please give details of countries and full dates below:

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| Country: | Date (day, month, year):  |
| Country: | Date (day, month, year):  |
| Country: | Date (day, month, year):  |

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.Only applicants who have been shortlisted for interview will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We will send a Criminal Records Self Declaration form with the invitation to interview which you must complete and return before the interview takes place. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.* **Do you consent to Roundabout Ltd undertaking a DBS application if you are successful at interview?**

 [ ]  Yes [ ]  No |

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| **Do you have any criminal convictions? (PLEASE INCLUDE ANY which ARE SPENT) IF yes, please provide full details below, INCLUDING DATES:** |
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| **UNDER THE INDEPENDENT SAFEGUARDING AUTHROITY, ARE YOU ALLOWED TO WORK WITH AT RISK OR VULNERABLE PEOPLE?** [ ]  Yes [ ]  No |

**Employment history**

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| **CURRENT EMPLOYMENT DETAILS** |
| **Job Title:** |  |
| **Employer Details** | Name of Organisation: |  |
| Address: |  |
| Post Code: |  |
| Email Address: |  |
| Telephone Number: |  |
| **Dates of Employment** | From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ |
| **Permanent or Temporary** |  |
| **Part time or Full time** |  |
| **Salary (inc. allowances)** |  |
| **Notice Period** |  |
| **Description of Responsibilities** |  |
| **Previous employment** |
| Please provide details of all previous employment since leaving school, including education and voluntary work. List the most recent employment first. Continue on a separate sheet of paper if necessary. |
| **Job title** | **Name and address of employer** | **Dates employed (from and to)** | **Description of responsibilities** | **Reason for leaving** |
|  |  | From: \_\_\_/\_\_\_/\_\_\_  To: \_\_\_/\_\_\_/\_\_\_ |  |  |
|  |  | From: \_\_\_/\_\_\_/\_\_\_  To: \_\_\_/\_\_\_/\_\_\_ |  |  |
|  |  | From: \_\_\_/\_\_\_/\_\_\_  To: \_\_\_/\_\_\_/\_\_\_ |  |  |

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| employment gaps |
| Please provide details of **all** employment gaps since leaving school and give the reasons for the gap. Continue on a separate sheet of paper if necessary |
| **Start date** | **End date** | **Reason for employment gap** |
| \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |
| \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |

**Education and training**

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| **education and qualifications** |
| Please provide details of your education from secondary school onwards.You’ll be required to produce evidence of qualifications. |
| **Dates attended (day, month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades, awarding body and date of award)** |
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| **training and professional development** |
| Please give details of training or professional development courses undertaken in the last 5 years that are relevant to your application. |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| **Driving licence details** |
| **Do you have a valid driving license?** | [ ]  Yes [ ]  No |
| **Type of License (full/provisional)** |  |
| **Do you have current use of a car?** | [ ]  Yes [ ]  No |
| **Please detail any endorsements** |  |

**Supporting Statement**

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| **Please explain below why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role.****IMPORTANT: Please add headings below for each key point stated in the job description for the role you are applying for and give evidence under each point to state your specific knowledge, experience, skills and personal attributes within that area. Please give any examples where possible.**  |
| **Specific Knowledge, Experience and Skills** |
| **Personal Attributes** |

**References**

Please give details of two people who may be approached to comment on your suitability for this work. **These should be professional** **references and include your manager from both your current and most recent employer**. If you’ve not previously been employed, please provide details of another suitable referee from someone in a position of responsibility – e.g., Community Leader, School Governor, School Teacher, NHS Worker, Doctor.

**We will be unable to accept your application without this section being completed in full.**

Roundabout Ltd reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be successful at interview.

**Roundabout Ltd will contact both your referees if you are successful at interview. Please indicate you give your permission for Roundabout Ltd to approach your references:** [ ]  Yes [ ]  No

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| 1. **CURRENT MANAGER**

**Your first reference must be your current manager or most recent manager.**  | 1. **Reference 2 must be your previous employer after your current employer where possible.**
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| Full name: | Full name: |
| Job Title: | Job Title: |
| Name of Organisation: | Name of Organisation: |
| Address:Post Code: | Address:Post Code: |
| Telephone number(s) | Telephone number(s) |
| Email: | Email: |
| Is this your current manager? YES [ ]  NO [ ] If not, please explain why.If not your current manager, what role do they hold and how does this relate to you? | Is this your most recent manager after your current manager? YES [ ]  NO [ ] If not, what role does this person hold and how does this relate to you?If this is not a professional reference, please explain who this person is and how they relate to you? |
| Is this reference a professional reference or a character reference? | Is this reference a professional reference or a character reference? |
| **We will be unable to accept your application if this section is not completed in full.** |

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| **DECLARATION, signATURE and date** |
| I understand that any offer of employment would be subject to:* A satisfactory six-month probationary period
* Satisfactory Disclosure and Barring check
* Two satisfactory references
* Verification of identity
* Verification of right to work in the UK
* Verification of mental and physical fitness to carry out work responsibilities
* Any additional checks needed for time spent living or working overseas (if appropriate)
* Qualification checks

In accordance to GDPR 2018, I hereby give consent for the information I have provided in this application form to be used for the purposes in this form. |
| Name (please print):Sign (in ink):Date: |

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| **Data protection notice** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:* You have given us your consent.
* We must process it to comply with our legal obligations.

Please also read our applicant privacy notice for further information. |

Please make sure you have completed all sections of this form in full. We will be unable to accept application forms which are missing required information.

**Please return your completed application form to: Recruitment@roundaboutltd.org**