



APPLICATION FOR EMPLOYMENT FORM

Completing this application for employment form

Please complete this form in your own handwriting or on the computer. Computer copies may be emailed by the deadline date, and you will be asked to sign the application form if selected for interview, before the interview commences. Please ensure you complete all sections of the form A to F.

The six Core Values of the Foundation of Light are extremely important to us and are the building blocks of our organisation. All employees should understand and demonstrate the core values in their work, attitude and behaviour.

The information provided on this application form will remain confidential and will be used for the purpose of selection and recruitment. Where the application is successful the organisation may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management processes. Where this is the case, processing, whether by means of computer or otherwise, will take place in accordance with the provisions of the General Data Protection Regulations 2018.

By signing this form you will be providing the organisation with your consent to these uses.

On completion of this form, please return to:

Gemma Snaith

Office Manager

Foundation of Light

Beacon of Light

Stadium Park

Sunderland

SR5 1SN

Email: gemma.snaith@foundationoflight.co.uk

Tel: 0191 563 4759

Equality and Diversity (Equal Opportunities)

The Foundation of Light wholeheartedly supports the principle of equality of opportunity in employment. We are committed to a policy of treating all employees and job applicants equally. Our aim is that all colleagues should be able to work in an environment free from discrimination, harassment and bullying. In order to ensure equality and for reasons of confidentiality within the recruitment process, section A will not be passed to the selection panel and will be retained by HR.

Safeguarding and Child Protection

Foundation of Light recognises that the safeguarding and protection of children and vulnerable adults is of paramount importance within the organisation. Foundation of Light has a duty of care to safeguard all children and vulnerable adults involved in activities provided through our projects and events. Safety and protection will be given to all participants through adherence to the Safeguarding policy and guidelines adopted by the Foundation.

SECTION A – Personal Details

Office use only:
Applicant Number _____

Position(s) applied for (list all):	Job ref(s):
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Title: Mr / Mrs / Ms / Miss / (please circle) Other	Surname:
Forename:	Middle name(s):
Address line 1:	Address line 2:
Town/City:	Postcode:
Daytime contact no(s):	Evening contact no(s):
Mobile no:	Email address:
National Insurance no:	Current or most recent salary:
Would you consider?	<input type="checkbox"/> relocating <input type="checkbox"/> travelling <input type="checkbox"/> working overtime <input type="checkbox"/> working flexible hours

SECTION A – Equality and Diversity

Foundation of Light is committed to providing equality of opportunity in employment, in order to help us ensure our policy is being followed it would be helpful if you could complete the following details.

Any information provided will be used for no other purpose than as stated above and will be treated as confidential.

You are not obliged to provide this information.

I would describe myself as: (please tick as appropriate)		
White (European)	Asian (Indian sub-continent)	
White and Asian	Asian (China/SE Asia)	
White and Black African	Asian (British)	
White and Black Caribbean	African	
Irish	Caribbean	
Gypsy or Irish Traveller	Arabic	
Black - British	Mixed multiple ethnic group	
Black – other (please state)	Other (please state)	
Nationality (please state)	Second Nationality (please state)	
Heterosexual	Bisexual	
Lesbian/Gay Woman	Transgender	
Gay Man	Other	
Date of Birth:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Married	Divorced	Single
Christianity	Sikhism	Islam
Buddhism	Judaism	Atheism
Other (please state)		
Disability: The Disability Discrimination Act 1995 defines as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities. Do you meet this definition?		
Yes	No	
If yes, please provide details below and any special access/mobility needs:		
Do you have caring responsibilities?		
Yes	No	
If yes, please provide details below:		

SECTION A – Declaration

Rehabilitation of Offenders Act / Safeguarding Children

Please read the following information notes carefully before completing this self-declaration form. If you require further information, please contact Foundation of Light HR Department on 0191551 5346. All enquiries will be treated in strict confidence.

Positions of Trust. The Foundation actively promotes safe working practices and professional boundaries, as detailed in the Foundations safeguarding policies and procedures as well as our codes of ethics and conduct. This reflects the Foundations commitment to safeguarding and promoting the welfare of children and adults at risk; the Foundation expects all staff, volunteers and those who have entered into contracts to provide services relating to children and/or adults at risk, to share this commitment.

Data Protection. The information that you provide in this self-declaration form will be processed in accordance with the Data Protection Act 1998. It will be used for the purposes of determining your application for this position. It will also be used for the purposes of enquiries in relation to the prevention and detection of fraud or enquiries in relation to the Safeguarding Vulnerable Groups Act as amended by the Protection of Freedoms Act 2012.

This self-declaration will be kept securely, and access to this information will be restricted to designated persons within the Foundation of Light who are authorised to view it as a necessary part of their Foundation role. Once a decision has been made concerning your appointment, Foundation of Light will not retain this self-declaration form any longer than necessary and it will be disposed of securely. In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

RECRUITMENT PROCESSES INCLUDING DBS DISCLOSURE APPLICATION AND BARRED LIST CHECKS.

Before you can be considered for appointment in the Child or Adult at Risk workforce, we need to be satisfied about your character and suitability. The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Further information can also be found on the Nacro website.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Y/N

Please Note:

If you have replied yes to this question please provide details, including dates, on a separate sheet and attach it to this form marking your envelope "Strictly Private and Confidential – Addressee Only".

I understand that failure to disclose or any intention to knowingly withhold such information may be deemed as just cause for gross misconduct and as such may lead to my instant dismissal from Foundation of Light.

I understand that if my application is successful I may be required to undergo Disclosure and Barring Service Checks (DBS) at the appropriate level and in accordance with current guidance including Disqualification by Association under the Childcare (Disqualification) Regulations 2009 as amended.

The Foundation of Light reserves the right, at any time, to check on any experience, achievements, qualifications or skills claimed by you either on this application form, in any accompanying or subsequent correspondence or at interview. By signing this form you will be providing us with your agreement for us to proceed with this course of action and confirming that you will not unreasonably refuse to sign a suitably worded information release that will allow such an investigation to take place.

Declaration:

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution. I also understand that employment is subject to satisfactory references, probationary period and Disclosure Barring Service (DBS) checks.

Signed: _____ **Date:** _____

N.B: this form MUST be signed. If you are applying via email; you will be asked to sign this declaration at the interview stage, if you are selected for interview.

SECTION B – Employment

Office use only:
Applicant Number _____

Present or Last employment details:

If you have worked abroad, please state full details including dates worked, job role and contact details for the organisation including telephone number and email address

Name of Employer	
Nature of Business	
Your Job Title	
Brief details as to the nature of your work and job role. Include details of responsibilities (and achievements if relevant).	
Contract Status (Full Time/Part Time/Permanent/Casual)	
Date joined the organisation	
Date appointed to current role	
Notice period required	
Date left and reason for leaving (if applicable)	

Previous Employment

Please include Services and Armed Forces

Employers Name	Job Title	From -To	Reason for Leaving

SECTION C – Education, Training and Skills

Please list details of GCSE's, GNVQ's, A-levels, Degrees etc. below:			
Secondary School / College / University	From - To	Qualifications/Certificates Obtained	Grades

Please provide details below of any gaps in your employment or education, plus any none work related history:

IT Skills

Please indicate skill level for the following Microsoft IT programmes, by ticking in the boxes below:

	Basic	Competent	High		Basic	Competent	High
WORD				POWERPOINT			
EXCEL				ACCESS			
OUTLOOK				PROJECT			
Other IT programmes: (please state programme and skill level)							

Work Related Skills

Please provide details below of all certificates and diplomas that you have obtained that are job related. Include details of all licences you hold (e.g. UEFA 'B'). Please specify when awarded, organising body and grades.

Please note original certificates will need to be brought to the interview.

SECTION D – Supporting Statement

Why are you the best person for the job?

Referring to the job description and personal specification please state how you will meet our core values listed below using evidential bullet points.

We work as a team

We are professional

We are proud of what we do and dedicated to achieving our goals

We are progressive and forward thinking

We are fully committed to achieving the best for our customers and communities

We are passionate and enthusiastic

Other information relevant to your application:

Please continue on a separate sheet if necessary.

SECTION E - References

All appointments are subject to the receipt of two satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. One of these **MUST** be your supervisor or manager in your current/last job. The second, an alternative previous employment or character reference may be supplied from a suitable individual.

References are *not* accepted from employees of Foundation of Light or SAFC.

Referee 1:

Name:

E-mail Address:

Company:

Full Address:

Capacity in which you know the referee:

Capacity in which you were employed:

Dates of employment:

Referee 2:

Name:

E-mail Address:

Company:

Full Address:

Capacity in which you know the referee:

Capacity in which you were employed:

Dates of employment:

NOTE – WE MAY CONTACT YOUR REFEREES *PRIOR* TO INTERVIEW TO OBTAIN REFERENCES. IF YOU DO NOT WISH US TO DO SO, PLEASE STATE HERE:

NOTE – IF YOU ARE SUCCESSFUL AND WE DO NOT RECEIVE TWO ACCEPTABLE REFERENCES, THIS MAY AFFECTED YOUR CONTINUED EMPLOYMENT.

SECTION F: Other information

Eligibility

Are you currently eligible to work in the UK? Yes No

Please state what documentation you can provide in order to demonstrate this e.g. British passport, birth certificate, European Economic Area identity card, travel document showing authorisation to reside and work in the UK.

Work permits

Do you require a work permit to undertake full or part-time work in the UK?
Yes No

If YES, which visa do you hold?

What is the expiry date of this visa?

General

How/where did you hear about this vacancy? If you saw the advert online, which website was it?

Have you made an application to, or worked for, Foundation of Light or SAFC before?
Yes No

If yes please give details:

Are you related to or known by any other person employed by Foundation of Light, Beacon of Light School or SAFC?

Yes No

If yes please provide name and relationship with: