Background pattern

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| **APPLICATION FORM** |

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| |  | | --- | | **Application for the post of:** | | **Programme Manager** |
| |  | | --- | | **Where did you hear about this vacancy?** | | Click here to enter text. |
| **Date:** | Click here to enter text. |

**Guidance on completing your application form**

Your application form plays a key part in deciding whether or not you are invited to an interview. The shortlisting panel will measure it against the person specification and or job/role description, and decide who to interview based on the information you provide on your form. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided.

You must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application.

**General Data Protection Regulation (GDPR)**

By submitting this application, you consent to the SCF holding and processing any information about you which you may provide to the SCF, or which it may acquire as a result of the recruitment process, and to the SCF holding and processing any sensitive personal data about you (“sensitive personal data” having the meaning given to it in the Data Protection Act 1998). Examples of sensitive personal data would be information relating to health (your sickness records), your ethnicity (equal opportunities monitoring form), and your affiliation to any union.

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| **SECTION 1 – ABOUT YOU** |

**Family name (e.g. surname):** Click here to enter text.

**Surname at birth/previous surnames:** Click here to enter text.

**Forename(s):** Click here to enter text.

**Preferred name:** Click here to enter text.

**Current address:** Click here to enter text.

**Post code:** Click here to enter text.

**Email address:**Click here to enter text.

**Home Telephone:** Click here to enter text.

**Work Telephone (if convenient):** Click here to enter text.

**Mobile Telephone:** Click here to enter text.

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| **Please tell us what motivates you to join The Separated Child Foundation, and what you hope to gain from the experience.** |
| Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. |

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| **SECTION 2 - EMPLOYMENT HISTORY** |

CURRENT EMPLOYER

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| **Current/last employer’s name:** Click here to enter text.  **Position held:** Click here to enter text.  **Name and job title of your manager:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Reason for leaving:** Click here to enter text.  **Brief outline of duties:** Click here to enter text. |

PREVIOUS EMPLOYMENTS (most recent first)

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| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |

VOLUNTARY OR UNPAID WORK

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past.

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| **Name and address of organisation**Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of organisation**Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of organisation**Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |

GAPS IN EMPLOYMENT

Please tell us about any gaps in your employment history. Please note you may be asked about these at the interview

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| **From** Click here to enter a date. **To** Click here to enter a date.  **Reason?** Click here to enter text. |
| **From** Click here to enter a date. **To** Click here to enter a date.  **Reason?** Click here to enter text. |
| **From** Click here to enter a date. **To** Click here to enter a date.  **Reason?** Click here to enter text. |

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| **SECTION 3 – QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS** |

You should include details of any equivalent overseas qualifications. Please note original certificates may need to be produced.

QUALIFICATIONS

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| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |
| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |
| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |
| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |

PROFESSIONAL MEMBERSHIP

Only complete this section if you have membership of a professional body that is/are relevant to the post.

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| **Professional body:** Click here to enter text.  **Membership number:** Click here to enter text.  **Membership status:** Click here to enter text.  **Since?** Click here to enter text. |
| **Professional body:** Click here to enter text.  **Membership number:** Click here to enter text.  **Membership status:** Click here to enter text.  **Since?** Click here to enter text. |

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| **SECTION 4 – REFERENCES** |

Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner are not acceptable. If you have not been previously employed, a suitable character reference must be used.

References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee. By providing details of referees, you consent to the SCF requesting, obtaining and retaining personal information.

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| **REFEREE 1** |
| **Name:** Click here to enter text.  **Relationship to you:** Click here to enter text.  **Position held:** Click here to enter text.  **Organisation Address and post code :** Click here to enter text.  **Telephone number:** Click here to enter text.  **Email address:** Click here to enter text. |
| **REFEREE 2** |
| **Name:** Click here to enter text.  **Relationship to you:** Click here to enter text.  **Position held:** Click here to enter text.  **Organisation Address and post code :** Click here to enter text.  **Telephone number:** Click here to enter text.  **Email address:** Click here to enter text. |

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| **SECTION 5 – SUPPORTING STATEMENT** |

This is an important part of the application. Please read the person specification before completing this section. You should show how you meet each requirement of the person specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or elsewhere. You should also state your reason for applying.

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| Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. |

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| **RETURNING THIS APPLICATION** |

Please return your completed application form and self declaration form below, by email to [hannah.williams@separatedchild.org](mailto:hannah.williams@separatedchild.org) by 9am on Monday 17th May 2021.

Late applications will not normally be considered, unless agreed in advance.

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| **Please state here when you are able to start a role with us:** |
| Click here to enter text. |

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| **If the role is part-time, please specify your preferred working pattern or any days you cannot work:** |
| Click here to enter text. |

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| **SELF DECLARATION FORM** |

**Your right to work in the UK**

*We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this (either a British/EU passport or visa/appropriate documentation).*

*You will be asked to bring this to us before you start employment with the Foundation.*

**“I confirm that I have a right to work in the UK and that I have documentary evidence for this.”**

**Please select:** Choose an item.

**Access requirements for applicants with a disability**

*We will take all reasonable steps to remove any barriers you may otherwise face when attending interview*.

**Do you have any specific requirements that we need to be aware of if you are invited for**

**interview?**Choose an item.

**Please provide details of requirements**

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| Click here to enter text. |

**Disclosure and Barring Service**

The Foundation requires a Disclosure and Barring Service (DBS) enhanced check as part of its recruitment process. Please let us know below if you have any unspent convictions and cautions. Convictions and cautions do not necessarily mean you will be precluded from working with us. Trustees would look into the nature of the offence and the circumstances around it before making a decision.

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| Click here to enter text. |

**Declaration**

*By signing this declaration you are agreeing with the statements below, which may be referred to in the future.*

* I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information;
* I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated;
* I give consent for the SCF to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the General Data Protection Regulation (GDPR);
* I note that the information provided on this application form may be held, further processed or verified in accordance with the General Data Protection Regulation (GDPR).

**Name:** Click here to enter text.

**Signature:** Click here to enter text.

**Date:** Click here to enter text.