

UKGuardianship Job Application Form

Please complete this form electronically or legibly handwritten and return it on or before the date specified. Please outline clearly how your qualifications and experience meet the requirements. All information given will be treated with the strictest confidence.

UKGuardianship will seek to ensure that all existing and potential employees are given equal opportunities. UKGuardianship is committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements that cannot be justified.

Vacancy Details	
Position applied for	
How did you hear about this vacancy?	

Personal Details	
Surname	
First name	
Preferred name	
Former names (if any)	
Date of birth (optional)	
Gender (optional)	
Email address	
Mobile number	
Home phone number	
Address	
Are you related to / do you have a close relationship with any existing UKG staff members?	
Do you have permission to work in the UK?	
National Insurance Number	

Education			
Dates	Name of School / College / University / Awarding Body	Qualifications	Grades / Levels

Please continue on a separate sheet if required

Other Training / Short Courses	
Dates	Course details

Previous Employment			
Dates from/to	Name and location of employer	Job title and brief description of duties	Reason for leaving

Please continue on a separate sheet if required

Periods out of Employment and Study	
If there are any periods of time when you were out of employment, training or study, please list them below.	
Dates	Reasons

Supporting Statement

Please use the space below to tell us why you applied for this position, how your personal qualities and experience are relevant to your suitability for the advertised position and how you feel you meet the criteria outlined in the Person Specification (included in the Job Description).

References		
<p>Please give the details of two referees to whom confidential enquires may be made – one of whom must be your current or last employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Current or previous employers may be contacted before the interview and asked about any disciplinary offences or relevant information relating to children, or for information to verify particular experience or qualifications (we will not contact your referees without asking your permission first).</p>		
	Referee 1:	Referee 2:
Name		
Company		
Position		
Address		
Phone number		
Email address		
Capacity in which you know them		
How long have they known you?		

Safeguarding	
<p>UKGuardianship is committed to safeguarding and promoting the welfare of children and young people at all times when they are in our care and expects all staff and volunteers to share this commitment.</p>	
Have you completed a DBS Enhanced Disclosure within the last 3 years?	
If you do not have a DBS Enhanced Disclosure, are you happy for UKGuardianship to apply for one on your behalf?	
Have you ever been convicted of a criminal offence or have a court case pending?*	
Have you ever been convicted of any offence against a child?*	
Have you been on the list of individuals barred from working with children or otherwise disqualified to work with children, administered by the DBS/Disclosure Scotland or subject to sanctions imposed by any regularity body?*	

*If you have answered yes to any of these questions, please supply details in a separate letter attached to this form.

Please note: having a criminal record may not necessarily stop you from working with our company; this will depend upon the nature of the offence.

Verification of Information

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references, medical assessment and DBS checks, where applicable.

Signature

Date

Thank you for your application.