

The FOSTERING NETWORK

87 Blackfriars Road, London SE1 8HA
Tel: 020 7620 6400 Fax: 020 7620 6401
Email: jobs@fostering.net

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Please complete this form legibly and use black ink.

Please return completed form to:
(Please mark envelope "Personal & Confidential")

Personnel Manager
The Fostering Network
87 Blackfriars Road, London SE1 8HA

1. VACANCY

1.1 Post applied for: _____

1.2 Closing date for return of applications: _____

1.3 If the vacancy is advertised for job share are you applying to job share?: Yes No

Have you found a job share partner? Yes No

1.4 If yes, please give their name _____

2. PERSONAL DETAILS *(please print clearly)*

Surname: _____

Forenames: _____

Preferred title *(eg. Mr, Mrs, Miss, Ms):* _____

Home address:

Address for correspondence *(if different):*

<i>Post code:</i>	<i>Post code:</i>
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Telephone no *(home)* _____ Telephone no. *(work)* _____

Email address: _____

Day time contact no. *(if different)* _____

May we contact you at work? Yes No

3. EDUCATION/TRAINING/ QUALIFICATIONS	Dates		Exams/Qualifications	Grades Obtained
	From	To		

4. COMPUTER SKILLS

Please give brief details of your current computer and word-processing skills, including speeds (where relevant to this post).

5. OTHER PERSONAL INFORMATION

5.1 Health:

5.1.1 Absence from work due to illness in the last two years:

- i) Total no. of days absent number of times absent
- ii) Have you had any major illness during the last 3 years? Yes No
- iii) Are you currently receiving medication? Yes No
- iv) If yes, please give details

5.1.2 Do you have a disability as defined by the 1995 Disability Discrimination Act?

(see Equal Opportunities Monitoring form for details)

Yes No

5.1.3 If you require any special arrangements to help you in attending for interview, please give details

5.2 Do you need a work permit to work in the U.K.?

Yes No

5.3 National Insurance number?

5.4 The Rehabilitation of Offenders Act 1974

Under the terms of the Rehabilitation of Offenders Act 1974 some criminal convictions become 'spent' after a specified period of time and it is not necessary to declare those convictions on employment application forms. However positions involving contact with children and young people are exempt and all criminal convictions, cautions, warnings or reprimands must be declared on employment applications

Does the post you are applying for involve substantial contact with children and young people?

Yes No

If **YES** you must declare all convictions, cautions, warnings or reprimands.

If **NO** you may declare only those convictions, cautions, warnings or reprimands which are not spent.

Please give details on a separate sheet.

This will not affect your application where not relevant.

All information given is completely confidential.

6. EMPLOYMENT HISTORY

6.1 Present or most recent employer:

Employer's name and address:	Type of business:
	Start date:
	Leaving date:
	Salary:

Job title:

Summary of duties and responsibilities:

Reason for leaving

Notice period required

Have you been subject to any formal or informal disciplinary action? Yes No

6.2 Have you ever been dismissed from employment? Yes No

If yes – please give reason:

6.3 Previous employment and other relevant experience:

(Enter particulars of employment over last 10 years, most recent first. Include any voluntary or unpaid work. Also account for any breaks in employment.)

Employer (Name, address & type of organisation)	Job title	Brief description of duties	Dates employed (month and year)	Reason for Leaving

7. PERSONAL STATEMENT

Note: *This is the most important part of your application. It is where you tell us what makes you suitable for this post and why the post interests you. Your application will be assessed against the person specification attached to the job description, which lists all the essential requirements of the post. You should address each point of the person specification separately, giving details and examples of how your knowledge, experience, skills, abilities and achievements meet each of the specified areas.*

C.V.'s are not accepted.

(please continue on a separate sheet)

8. REFERENCES

Please give the name and contact details of two referees, one of who must be your present or most recent employer. Please do not give relatives

Referee 1:	Referee 2
Name:	
Position:	
Organisation:	
Address:	
Tel. No.:	
In what capacity is this person known to you?	
May the referee be approached prior to interview?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

9. Data Protection Act 1998

Some of the data given in this application will be entered onto a computer for the purpose of recruitment administration and equal opportunities monitoring.

10. DECLARATION

I declare that the information given in this application is to the best of my knowledge complete and accurate. I understand that misleading statements and failure to disclose relevant information may result in rejection or, if employed, dismissal.

Signature: _____ Date: _____

The FOSTERING NETWORK

EQUAL OPPORTUNITIES MONITORING FORM

Please read The Fostering Network's Equal Opportunities Policy statement enclosed in this job application pack. It is a requirement for all staff to have a commitment to this policy.

This monitoring form is detached prior to shortlisting and has no effect whatsoever on your application. The purpose of equal opportunities monitoring is to ensure that our recruitment policies are fair.

1. **Application for the post of:** _____

2. **Last name:** _____ **First names:** _____

3. **Gender:** *(please circle)* **Male / Female**

4. **Age:** _____

5. **Religion:** _____

5. **Ethnic background:** How would you describe your ethnic origin? *(please circle)*:

White

British / Irish / Other White: *please specify below*

Mixed

White and Black Caribbean / White and Black Asian / White and Black African /
Other Mixed: *please specify below*

Asian or Asian British

Indian / Pakistani / Bangladeshi / Other Asian: *please specify below* _____

Black or Black British

Black Caribbean / Black African / Other Black: *please specify below*

Chinese

Chinese

Other: *please specify* _____

6. **Do you have a disability as defined by the 1995 Disability Discrimination Act?**

(see overleaf)

Yes

No

If yes, please describe: _____

7. **Where did you see this vacancy?** _____

Thank you for your assistance.

Disability – as defined by the 1995 Disability Discrimination Act:

“A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

Physical impairment:

Includes weakening of the part of the body (eyes, ears, limbs, internal organs etc) caused through illness, by accident or congenitally eg blindness, deafness, paralysis of a leg, heart disease.

Mental impairment:

Includes a clinically well-recognised mental illness eg schizophrenia, manic depression, also what is commonly known as a learning disability.

Substantial:

Means that the effect of the physical or mental impairment on ability to carry out normal day-to-day activities is more than minor or trivial.

Long-term adverse effect:

A detrimental effect that has lasted or is expected to last at least 12 months.

Normal day-to-day activity:

An activity carried out by most people on a fairly regular and frequent basis eg washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular sort of job.

December 2001