

**PRIVATE AND CONFIDENTIAL**

Home-Start Northampton is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

### Staff Application Form

**Should you have any difficulty completing this application form e.g. due to a visual impairment, please contact us so we can find a solution that will enable you to apply to us**

Please read any accompanying information regarding this role before completing this form, because we can only determine your suitability for the position from the information you give in this application. The closing date for this post is **Monday 8<sup>th</sup> July at Midnight** – any applications received after this date and time cannot be considered. Please return your completed application form to [Zoe@homestart-northampton.org.uk](mailto:Zoe@homestart-northampton.org.uk).

Position applied for: Office Manager and Administrator	
Closing date: Monday 8 <sup>th</sup> July 2024	
Full Name	
Address including postcode	
If you have been at this address less than five years, please give previous address	
Home telephone no: Email address:	Mobile telephone no.:

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This post requires the use of a vehicle Do you have access to the use of a vehicle? <b>YES/NO</b>	Do you hold a current driving licence? <b>YES/NO</b>
This job is open to job share. Do you wish to be considered for this? <b>YES/NO</b>	

<b>REFERENCES:</b> Please give the names and addresses of two referees who must not be related to you or a member of your household. One must be your current or most recent employer. We will only contact your referees if we make you a conditional offer. <b>Please ask permission prior to submitting referees details and confirm full address.</b>	
<b>Referee 1</b>	<b>Referee 2</b>
Time known this person In what capacity?	Time known this person In what capacity?
Name: Address: Postcode: Email: Telephone:	Name: Address: Postcode: Email: Telephone:

**Education**

Subjects	Qualifications gained (e.g. GCSE, 'A'level, Highers, NVQ, Degree)	Grade

**Please note here any membership you hold of professional bodies including grade of membership and other relevant details**

Membership information
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**Job related qualifications/specialised training**

Course title and qualification achieved (if applicable)	Grade

We would like to get a picture of your experience to date, detail as requested below.

**Present or most recent job:**

Job title:	Employer's name and address
Date started:	
Date finished:	
Salary:	
Notice required:	
Purpose of job and main tasks:	

**Previous employment, most recent first**

Employer	Job title	From	To	Brief description of duties	Reason for leaving

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**Please tell us about any voluntary or unpaid work, starting with most recent**

Organisation	Role	From	To	Brief description of duties	Reason for leaving

**Please tell us about gaps in your employment history, starting with the most recent with reasons e.g. career break to look after children or other dependants, travelling, training or education.**

From	To	Reason

**Are you related to any person who works in a paid or unpaid capacity for Home-Start?  
YES/NO**

**If yes please give details**

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If offered this position, do you intend to continue working and/or volunteering in any other capacity?

**YES/NO** If yes give details

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**Relevant skills, knowledge and experience**

Please use this page to show how you meet each of the essential criteria in the person specification and what evidence you have to show you meet each item. Please structure your statement adopting the key headings of the person specification. Please use no more than two continuation sheets.

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Do you have a current right to work in the UK?'

Yes/No

If No, Please Give Details

**IMPORTANT NOTICE**

**Please read the following information carefully before signing and submitting your application.**

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. 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/ Citizens Advice](#) website.

Disclosure of criminal records will be requested from the appropriate Disclosure and Barring Service to assist with decision making for this role.

**Please note:** A criminal record will not necessarily be a bar to an applicant obtaining a position. *A copy of the following policies are available on request: the **Home-Start Northampton- Ex-Offenders Policy**, the **Code of Practice** and the **Home-Start Northampton Policy on Handling Disclosure information**.*

**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 (as amended)?**

**Are you, or have you ever been the subject of fitness to practice proceeding by a UK or overseas licensing regulatory body?**

Yes  No

**If you answered yes to any of the above**, please disclose the details under separate cover. Please mark a cross on the line below and attach the details in a separate document marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details separately\_\_\_\_\_ (Please mark with an X if appropriate.)

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CONFIDENTIALITY**

During the course of their work, staff will be aware of information concerning the Charity's activities, its staff, volunteers and other personal information relating to children and their families. I understand that this is confidential information must not be used for any purpose other than the performance of duties and must not be divulged to unauthorised persons, nor used for the production of articles, books etc. without the Charity's specific agreement.

**YOUR DATA**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, the educational institutions with whom we may undertake to verify your qualifications with and any criminal record checks for recruitment purposes only. Home-Start Northampton will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on the Home-Start web site.

**I confirm that the information given on this form is correct and that I have not knowingly withheld any material fact. Under the Data Protection Act 2018, I hereby consent for the information in this application form, about myself and others, to be processed by Home-Start Northampton for the purposes of recruitment. I hereby give my permission to those individuals or organisations contacted for the purpose of this background check to give their full and honest evaluation of my suitability for the described role and other information as they deem appropriate**

**Print  
Name:**

**Signature:**

**Date:**

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*For successful applicants this application form will subsequently be held on their personnel file, and those who are unsuccessful, it will be held for a maximum of 6 months and then destroyed.*