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**Application Form**

dialogue adheres to the principles of safer recruitment as part of its commitment to safeguarding children and vulnerable adults throughout our work. It is therefore requested that you complete this application form in full.

The information given on this form will be treated in the strictest confidence. Any work that involves direct interaction with children or vulnerable adults will require a satisfactory DBS check (either a full disclosure or via the update service). If information contained within in this form is shared, this will be done with your prior consent, unless it is required as part of child protection or safeguarding adults processes.

If successful application forms will form part of the personnel file that is held by dialogue.  If you are not successful in your application, your application form will be destroyed within 3 months of either the closing date for applications or the date of interview, whichever is later.

dialogue guarantees an interview for care experienced applicants who meet the essential criteria for all of our roles.

**Personal details:**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **Address** |  |
| **Post Code** |  |
| **Email address** |  |
| **Daytime telephone (include STD code)** |  |
| **Evening telephone (include STD code)** |  |
| **Mobile telephone** |  |

For posts requiring an enhanced Disclosure and Barring Service check (DBS), successful candidates will be asked to supply additional information, which will only be used for the purposes of identity verification when references are taken.

**Education and qualifications**

Any gaps should be explained in the relevant box at the bottom of the employment history section.

Please provide details of **secondary** and **further education** including any A Levels or equivalent vocational courses (to add a new row please press the ‘Tab’ key when the cursor is in the bottom right hand box of the table).

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (mm / yyyy)** | | **College / other institution** | **Qualifications obtained and grade / level** |
| **From** | **To** |
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Please provide details of any **higher education** or equivalent courses (to add a new row please press the ‘Tab’ key when the cursor is in the bottom right hand box of the table).

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| --- | --- | --- | --- | --- |
| **Dates (mm / yyyy)** | | **College / other institution** | **Qualifications obtained and grade / level** | **Name of awarding body** |
| **From** | **To** |
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Please provide details of any other **professional** or **vocational qualifications** you hold that are relevant to your application (to add a new row please press the ‘Tab’ key when the cursor is in the bottom right hand box of the table).

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| --- | --- | --- |
| **Dates obtained** | **Qualifications obtained and grade / level** | **Name of awarding body** |
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**Employment history**

Any gaps should be explained in the relevant section at the bottom of this section.

Please complete details of your **present employment** as requested below.

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| --- | --- | --- |
| **Job title** |  | **If you hold/held a registered position with Ofsted, as a manager, for example, or a responsible individual, please provide the URN for your service here:** |
| **Employer name** |  | |
| **Employer address** |  | |
| **Employed from** |  | |
| **Employed to** |  | |
| **Please give a brief description of current duties and responsibilities** |  | |

Please complete details of your **previous employment** as requested below (to add a new row please press the ‘Tab’ key when the cursor is in the bottom right hand box of the table).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates (mm / yyyy)** | | **Name of employer** | **Job title and main responsibilities** | **Please provide the URN for your service here:** | **Reason for leaving** |
| **From** | **To** |
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If there are any gaps in your **employment or education histories** please explain them here.

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**Personal Statement**

What drives you? Why are you applying? Please explain within 400 words why you’re suited to this role. Reference the job description and person specification as appropriate but above all explain the difference you’ll make to children and young people through your role with us.

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**Referees**

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (**Note**: if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.)

Please note that we will contact these referees for a reference as soon as we have received your application form. Should you not wish this to happen please let us know. In relation to work with children and vulnerable adults, we will seek information about any past disciplinary issues or protection concerns relating to such client groups that you may have been subject to.

**Referee 1:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **In what capacity do they know you?** |  |
| **Organisation name** |  |
| **Contact address** |  |
| **Telephone number** |  |
| **Email address** |  |

**Referee 2:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **In what capacity do they know you?** |  |
| **Organisation name** |  |
| **Contact address** |  |
| **Telephone number** |  |
| **Email address** |  |

**Referee 3 (if required):**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **In what capacity do they know you?** |  |
| **Organisation name** |  |
| **Contact address** |  |
| **Telephone number** |  |
| **Email address** |  |

**Right to work in the UK**

If you are not a British of EU national and have conditions related to your employment, please give full details:

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**Self disclosure**

**Please read this section carefully.**

Work undertaken on behalf of dialogue may involve contact with children and this work is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered ’spent‘ under the Act.

|  |  |
| --- | --- |
| **Have you ever been convicted of any offence or bound-over or given a caution?**  Please answer ‘yes’ or ‘no’. |  |

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’ (or in a separate document if by email).

**Personal declaration**

**Please read this section carefully.**

For the purposes of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of dialogue Ltd relating to the subject matter of this form being processed by them in administering the recruitment process.

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 or vulnerable adults, nor subject to any sanctions or conditions on my employment imposed by The Disclosure & Barring Service, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of work, or my dismissal at any time in the future and possible criminal prosecution.

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| --- | --- |
| **Signed** |  |
| **Date** |  |
| **Print Name** |  |

If the application is submitted by email you will be required to sign and date this form at the first meeting.