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| **The Community Project** | | | | | | | | **Please return form to:**  **Human Resources**  **Community Lives**  **Horton Road**  **Toontown**  **BB24 2EB** | |
| **For photocopying purposes, please use black ink when completing form.** | | | | | | | | **Candidate No.** | |
| **POST(S) APPLIED FOR:**  **Children’s Support worker** | | | | | **CLOSING DATE:** | | | | |
| **Section A – Personal Details** | | | | | | | | | |
| **Surname: Brown** | | | | | **Forenames: Jo** | | | | |
| **Address:**  **2 The Paddock**  **Big Town**  **Leeds**  **Post Code: LS12 3ZZ** | | | | | **Telephone (Home): 01103 267890**  **(Mobile): 07784 567890**  **E-mail Address: j.brown@quickmail.com** | | | | |
| **Section B - Present or Most Recent Employment** | | | | | | | | | |
| **Job Title:**  Youth development officer | | | | | **Present Salary:**  £23,800 | | | **Period of Notice:**  4 weeks | |
| **Date Joined:**  July 2018 | | | | | **Date Left: (if applicable)**  N/A | | | | |
| **Name and address of employer:**  **Young Futures 2, The Street, New Town, NW1 23N** | | | | | | | | | |
| **Main Duties:**  **I work as part of a team to support carer leavers and young people who can no longer live with their families. We provide support and assistance to help young people manage the transition to living independently, and to take responsibility for their accommodation and finances. We help them find employment and establish themselves in the community. I am responsible for supporting young people on a day to day basis in semi-supported accommodation and provide a first line of contact on an on-going basis. I have helped several young people to successfully move into employment or training and into their own independent living arrangements.** | | | | | | | | | |
| **Section C – References**  Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. Please note if you are shortlisted, we will contact one of your referees prior to interview. | | | | | | | | | |
| **Name & Address** | | | **Occupation** | | | **Years known** | | **Contact Details** | |
| Pat Smith  2 The Street  New town  Yorks | | | Team leader – Young Futures | | | 6 years | | **Tel No:01234 45678**  **Email:**  **pmsmith@ypdo.com** | |
| Dave Black  100 High Street  Big Town  Yorks | | | Manager – Directions UK | | | 10 years | | **Tel No:01234 09876**  **Email:**  [**dblack@hotmail.com**](mailto:dblack@hotmail.com) | |
|  | | |  | | |  | |  | |
| **Section D - Previous Employment** | | | | | | | | | |
| **Dates** | | **Position held** | | **Employer**  **(name and town of employer)** | | | | | **Reason for Leaving** |
| **From** | **To** |
| **6/2017** | **5/2018** | **Tutor – teaching English to young people in Botswana** | | **Development Youth Overseas** | | | | | **To return to UK** |
| **8/2014** | **2/2017** | **Youth development worker – providing guidance to YP leaving education** | | **Directions UK** | | | | | **Career development** |
| **11/2013** | **8/2014** | **Youth worker – providing advice / support to young people** | | **Youth Moves** | | | | | **End of temporary contract** |
| **10/2011** | **11/2013** | **Children’s worker – looking after children in a day care centre** | | **Kids R Here** | | | | | **Career development** |
| **11/2010** | **6/2011** | **Bar person (part time)** | | **Beer Bar** | | | | | **Left college** |
| **Please explain any gaps in your Education and Employment history**  **I was unemployed for 4 months after leaving college in 2011. At the time I was considering going on to university but decided to take some time away from full-time education. I also took a break from Feb – May 2017 while I finished my part-time course for the TEFL certificate and made arrangements to go abroad.** | | | | | | | | | |
| **Section E - Education, Qualifications and Training relevant to the position you are applying** | | | | | | | | | |
| **From** | **To** | **School/College/University/Training Establishment** | | | | | **Qualification Obtained**  **(if applicable)** | | |
| 09/2002 | 06/2007 | **Our Town Comprehensive School** | | | | | **GCSE: Eng Lan (C), Eng Lit (C), Maths (B), History (B), Geography (C), RK (C), Science (B), French (C), Spanish (A)** | | |
| 09/2007 | 06/2009 | **Our Town 6th Form** | | | | | **A levels: Spanish (C), Psychology (D), General Studies (D)** | | |
| 09/2009 | 06/2011 | **Big town College of Further Education** | | | | | **Child Development Diploma – pass** | | |
| 10/2016 | 03/2017 | **Big Town College of Further Education** | | | | | **Teaching English as a Foreign Language (TEFL) Certificate - pass** | | |
| **Section F – Skills, Experience and Knowledge** | | | | | | | | | |
| Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application. | | | | | | | | | |
| **I have a diploma in Child Development and from this course I learnt a lot about the different stages of child development and how to help children achieve their full potential. In my roles working with young people I have on many occasions developed working plans with them which have been fun for them and which have helped them learn quicker than using more conventional approaches.**  **I keep up to date with legislation and guidance by reading relevant journals and I also regularly read the TES. I have been working with children and young people for over 10 years and have experience of working in a range of environments.** | | | | | | | | | |
| **I am very committed to children and young people and always ensure they are safe in any work I do with them. In my current position I spend a lot of time getting to know the parents of the young people I work with and many have commented on how safe they feel their children are in my care.**  **All of the work I do aims to meet the needs of children and young people. In any work I do with them I start by finding out from them what they want and need from me as a worker, and regularly get their views on the work as it progresses. Children therefore find me approachable as I am very interested in their needs and views.**  **I am committed to continually developing myself as I believe that I need to be a role model on how you can develop yourself to children and young people. This helps the young people I work with see how important self-development and growth is. I attend regular courses through work and like to do a lot of reading and research in my own time to ensure my knowledge of child development is as up-to-date as possible. I have attended training on Prevent and have led group discussions with the young people about British values.**  **I am a strong team player and am highly thought of by my colleagues. I regularly support colleagues when they need help on areas in which I am more expert such as child development. In my view, the best teams are made up of a range of individuals and it is their different experiences, views and ideas which have made the teams I have been part of such a success.**  **I thrive under pressure. Recently, we were inspected and before the inspection there was a lot of work to do to ensure that all my work plans and files were ready to be inspected. I prioritised my time to make sure that everything got done in time and we had a very positive inspection; my work was commented on very positively.**  **I work within organisational procedures now and feel it is important that they are clearly defined and explained.**  **In addition to my paid work with children I was also until recently a voluntary leader at my local church youth club 2 nights a week.**  (Please continue on separate sheet if necessary) | | | | | | | | | |
| **Section G – Rehabilitation of Offenders Act 1974** | | | | | | | | | |
| All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013, 2020, 2023) provide that certain spent convictions and cautions are 'protected'. These 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 DBS website or at Nacro – see [here](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/Filterin-flowchart-twitter.png).    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | | | | | | | | |
| **Section H – Declaration** | | | | | | | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | | | | | | | |
| **Signature:** | | | | | **Date: 14/09/2024** | | | | |