**Application form**

Thank you for considering a role with shine. If you have any questions about this form or our application process, please do not hesitate to contact us.

Please complete all sections of this application form electronically and return as a Word document without converting to pdf. A Curriculum Vitae will not be accepted.

Please send your completed application form to: **recruitment@shinepinehurst.co.uk**

|  |  |
| --- | --- |
| **Position applied for:**  |  |
| **Where did you hear about the post?** |  |

Section one: Personal Details

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| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **Forenames (in full):** |  |
| **Full Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Are you eligible for work in the UK?** | YES / NO |
| **Do you possess a current full driver licence?** | YES / NO |
| **Do you own a car?** | YES / NO |
| **Details of any licence endorsements:** |  |

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| **Section two: Employment History****Current Employment** (or last employment if not currently employed) |
| **Employer Name:** |  |
| **Employer Address:** |  |
| **Job Title:** |  |
| **Brief outline of duties:** |  |
| **Start Date:** (month/year) |  | **End Date:** (if applicable) |  |
| **Current Salary:** |  |
| **Reason for leaving:** (If no longer employed by this employer) |  |
| **Contractual notice period:** |  |

Previous Employment (Please list in chronological order, most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer Name: | Job Title: | Brief description of duties | Employment Dates | Reason for Leaving: |
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*Please add additional rows if required.*

**Section three: Education history**

**Professional/practical/technical relevant qualifications or training**

|  |  |
| --- | --- |
| **Dates** | **Qualification/training** |
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*Please add additional rows if required.*

**Further education** (college or university)
Please give details of any qualifications obtained

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| --- | --- | --- |
| **From** | **To** | **Organisation and qualification** |
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*Please add additional rows if required.*

**Principal secondary education**

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| --- | --- |
| **Name of school** | **Qualifications and details** |
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|  |  |
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*Please add additional rows if required.*

#### Section four: Skills, Abilities, Knowledge & Experience

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| **Please detail here your reasons for applying for this post.***You should include experience obtained in your present and past roles that would be relevant to this position and what skills, knowledge, and experience you would bring if appointed.* *Please give examples of how you meet the criteria set out in the Person Specification. Please don’t be afraid to ‘big yourself up’!* |

Section five: References

Please provide names and addresses of two persons from whom shine may obtain both character and work experience references (one must be your present or most recent employer). Neither referee may be related to you. Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, shine reserves the right to approach any past employer for a reference.

|  |  |
| --- | --- |
| **First Referee Name:**  | **Second Referee Name:**  |
| **Address:**  | **Address:**  |
| **Telephone:**  | **Telephone:**  |
| **Email Address:**  | **Email Address:**  |
| **Relationship to applicant:** | **Relationship to applicant:** |
| **Please confirm whether we can contact this referee prior to interview:**Yes No | **Please confirm whether we can contact this referee prior to interview:**Yes No |

**Section six: Declaration**

*Please read this carefully before signing this application.*

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| 1. I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give Shine the right to terminate any employment contract offered.
2. I agree that Shine reserves the right to ask relevant questions about an individuals’ health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should further information be required and Shine wishes to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through the diocesan occupational health provision. Information Shine receives will only be retained on a personnel file during an individuals’ tenure in post and will be only stored/processed in accordance with the Data Protection Act.
3. I understand that Shine has in place safer recruitment practices and I agree that where a role may require a criminal record check Shine will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should a required disclosure not be satisfactory; any offer of employment may be withdrawn or employment terminated.
4. I understand that under the terms of the Data Protection Act, the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and HR administration/monitoring and no other purpose. *A copy of our HR Privacy Notice is available on request.*
5. I understand that those working for Shine have duties that may require them to represent or speak on behalf of the Church and may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.
 |
| **Please confirm that you are able to comply with this:** | YES / NO |

|  |  |
| --- | --- |
| **Typed name as signature:** |  |
| **Date:** |  |

**Section seven: Church of England Confidential Declaration Guidance and Privacy Notice**

Shine is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All Shine appointments are made under the CofE safer recruitment framework. Therefore, this Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

Our Privacy Notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the ‘GDPR’) and the Data Protection Act 2018, (the ‘DPA 2018’).

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, your appointment will not proceed.

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| **1** | **Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules[[1]](#footnote-1)? (Include both ‘spent[[2]](#footnote-2)’ and ‘unspent’ convictions)** | YES / NO |
| **2** | **Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules[[3]](#footnote-3)?** | YES / NO |

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| *Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).**Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare* ***all*** *convictions and / or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules.**Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.**If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.* |

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| **3** | **Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence / misconduct?**  | YES / NO |
| **4** | **Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults?** | YES / NO |

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| *Please note that you* ***only*** *need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in “regulated activity” with children and/or vulnerable adults. If you are unsure whether the position involves “regulated activity” please contact the appointing organisation/person.* |

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| **5** | **Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you[[4]](#footnote-4)?** | YES / NO |
| **6** | **Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and /or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm?** | YES / NO |

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| *Note: if you have answered ‘yes’ to any of the questions above, please provide details.* |

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| **7** | **To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or putting a child or vulnerable adult at risk of ill-treatment, neglect or other harm?** | YES / NO |
| **8** | **Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?** | YES / NO |

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| *Note: If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.**Please declare any complaints or allegations made against you, however long ago (including Domestic Abuse). Checks will be made with the relevant authorities.* |

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| **9** | **Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?** | YES / NO |
| **10** | **Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority?** | YES / NO |
| **11** | **If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules5; or is that person at present the subject of a criminal investigation/pending prosecution?** | YES / NO / Not Applicable |

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| *Note: If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).**Note applicable to Q11: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant live***6***. Please inform relevant members of your household that you have included their details on this form (if applicable) and provide them a copy of the Privacy Notice.* |

5 <https://www.gov.uk/government/collections/dbs-filtering-guidance>

6 <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

|  |  |
| --- | --- |
| **Typed name as signature:** |  |
| **Address:** |  |
| **Date:** |  |

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| --- |
| ***Note: All these matters shall be checked with the relevant authorities****Before an appointment can be made applicants who will have substantial contact with children and/or adults experiencing, or at risk of abuse or neglect in their roles will require an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service. All information declared on this form will be carefully assessed within the appointment process to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.**Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.* |

**Section eight: Monitoring sheet – Committed to equalities**

Shine is committed to recruiting and developing a staff and volunteer team that reflects the communities we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our processes are fair and transparent. Please help us in this commitment by answering the following questions, leaving blank any questions you would prefer not to answer. This information will be used to enable us to monitor our performance effectively, and for that purpose only. This information will be treated in the strictest of confidence and will not be seen at any time by the selection panel. This form will be detached from your application once received.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Gender**  | **Female** | [ ]  | **Male** | [ ]  | **Other or non-binary** | [ ]  |
| **Age** | **17 and under:** | [ ]  | **18-24:** | [ ]  | **25-34:** | [ ]  | **35-44:** | [ ]  |
|  | **45-54:** | [ ]  | **55-64:** | [ ]  | **65-74:** | [ ]  | **75 and over:** | [ ]  |

|  |
| --- |
| Ethnic identityPlease specify how you would describe your national identity and the ethnic group you see yourself as belonging to. |
| **Black/Black British – African** | [ ]  |  | **White – British** | [ ]  |
| **Black/Black British – Caribbean** | [ ]  | **White – Irish** | [ ]  |
| **Black/Black British – Other** | [ ]  | **White – Other** | [ ]  |
| **Asian/British Asian - Bangladeshi** | [ ]  |  | **Mixed heritage** | [ ]  |
| **Asian/British Asian - Chinese** | [ ]  | **Gypsy/Traveller/Roma** | [ ]  |
| **Asian/British Asian - Indian** | [ ]  | **Arab/British Arab** | [ ]  |
| **Asian/British Asian - Pakistani** | [ ]  | **Other background (please specify)** | [ ]  |
| **Asian/British Asian - Other** | [ ]  |  |  |  |
| **If other background, please specify:** |  |

|  |  |  |
| --- | --- | --- |
| Religion/belief |  | Sexual orientation |
| **How would you describe your religion/belief?** |  | **How would you describe your sexual orientation?** |
| **C** | **Christian** | [ ]  |  | **H** | **Heterosexual** | [ ]  |
| **B** | **Buddhist** | [ ]  |  | **G** | **Gay/lesbian** | [ ]  |
| **H** | **Hindu** | [ ]  |  | **B** | **Bisexual** | [ ]  |
| **J** | **Jewish** | [ ]  |  | **O** | **Other/self describe** | [ ]  |
| **M** | **Muslim** | [ ]  |  | **R** | **Would rather not state** | [ ]  |
| **S** | **Sikh** | [ ]  |  | **Disabilities** |
| **O** | **Other religion or belief** | [ ]  |  |  |
| **N** | **None** | [ ]  |  | The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities’. |
| **U** | **Don’t know/not sure** | [ ]  |  |  |
| **R** | **Would rather not state** | [ ]  |  |  |
| **Socio economic background** |  | **Do you consider yourself to have a physical disability?** |
|  |  |  |
| **Compared to people in general, would you describe yourself as coming from a lower socio-economic background?** |  | **Yes** | [ ]  |
|  |  | **No** | [ ]  |
|  |  | **Do you consider yourself to have an intellectual disability?** |
| **Yes** | [ ]  |  |  |
| **No** | [ ]  |  | **Yes** | [ ]  |
| **Don’t know** | [ ]  |  | **No** | [ ]  |

1. You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered**. Further guidance is provided by the DBS and can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) and [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance) [↑](#footnote-ref-1)
2. Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/> [↑](#footnote-ref-2)
3. You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered** [↑](#footnote-ref-3)
4. ‘harm’ involves ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse [↑](#footnote-ref-4)