

***THE ADVENTURE SERVICE***

***APPLICATION FORM***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **PERSONAL DETAILS (please complete in block letters)** | | | | | | | | | | | | |
| Surname: | | |  | | | | Forenames: | | |  | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) | | |  | | | |  | | | | | |
| Address | | |  | | | | Postcode: | | |  | | |
| Home telephone no: | | |  | | | | Mobile telephone no: | | |  | | |
| Where did you see this vacancy | | |  | | | | Email address: | | |  | | |
| Position applying for | | |  | | | | | | | | | |
| **PRESENT OR LAST EMPLOYER** | | | | | | | | | | | | |
| Name and address of employer: | | |  | | | | Post Code | | |  | | |
| Nature of business: | | |  | | | | Job title/Post: | | |  | | |
| Date appointed: | | |  | | | | Notice required or leaving date if last appointment: | | |  | | |
| Reason for leaving or for seeking other employment: | | |  | | | | | | | | | |
| Brief description of duties: | | |  | | | | | | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | |
| (Starting with the most recent first). Include work/voluntary experience and any periods of unemployment. (Please continue on separate sheet if necessary) | | | | | | | | | | | | |
| Employer name & address | Job title/post | | | Grade & salary/wage | | Full or part-time (if part-time, give hours or sessions) | | Dates (month/year) | | | Reason for leaving | |
|  |  | | |  | |  | | From | To | |  | |
|  |  | | |  | |  | |  |  | |  | |
| **EDUCATION, TRAINING & QUALIFICATIONS** | | | | | | | | | | | | |
| *(Please continue on separate sheet if necessary)* | | | | | | | | | | | | |
| Secondary School/College/University | | Dates | | | | Qualifications gained (state level) | | | Grade/class of degree | | | Date |
|  | | From | | | To |  | | |  | | |  |
|  | |  | | |  |  | | |  | | |  |

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| **INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | |
| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.  **NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.** | | | |
|  | | | |
| **REFEREES** | | | |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. The Adventure Service reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. | | | |
| Name (Referee 1): |  | Name (Referee 2): |  |
| Status: |  | Status: |  |
| Organisation (if appropriate): |  | Organisation (if appropriate): |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Telephone No: |  | Telephone No: |  |
| Email address: |  | Email address: |  |
| How long known? |  | How long known? |  |
| Do you give consent to us contacting your present employer prior to interview? | | YES  NO | |

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| **DISCLOSURE OF CRIMINAL BACKGROUND** | |
| The Adventure Service is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service.  If the post for which you are applying requires a Disclosure & Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.  If the post for which you are applying does not require a Disclosure & Barring Service check, you are still required to answer the following questions but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent.' Please answer the following questions. | |
| Have you ever been convicted of a criminal offence? | YES  NO |
| Have you ever been cautioned for a criminal charge? | YES  NO |
| Are you at present the subject of a criminal charge? | YES  NO |
| If YES to any of the above questions, please give brief details including dates. | |
| The Adventure Service Ltd Policy Statement on the Recruitment of Ex-Offenders is available on request.  The Adventure Service Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive The Adventure Service’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | |
| **DATA PROTECTION ACT** | |
| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll and personnel administration. It will not ordinarily be disclosed to anyone outside The Adventure Service without first seeking your permission, unless there is a statutory reason for doing so. | |
| **DECLARATION** | |
| I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Authority. | |
| Signed | Date |
| **Please return your completed form to**  **Helen Harris-Ellis, The Adventure Service, Park Road Resource Centre, 53 Park Road, Mansfield Woodhouse, Mansfield, NG19 8ER**  **email – helen@theadventureservice.com** | |