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| **Post Applied for:** | **Family Coordinator** |  |  |

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| Application Form |

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| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| Section 1 Personal details |

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| **Title:** |  | **Last Name:** |  |
| **First Names:** | |  | |

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| **Address:** |  |
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| --- | --- | --- |
| **Postcode:** |  | |
| **Home Telephone Number:** | |  |
| **Mobile Telephone Number:** | |  |
| **Emergency Contact:**  **Name: Number:**  **Relationship to you:** | |  |

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| --- | --- |
| **E-mail address:** |  |

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| **National Insurance Number:** |  |  |  |  |  |  |  |  |  |

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| **Are you eligible to work in the UK?** | Yes | ☐ | No | ☐ |

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| --- | --- | --- | --- | --- |
| **Do you hold a full UK driving licence?** | Yes | ☐ | No | ☐ |
| **Do you have full time access to a car?** | Yes |  | No |  |
|  | | | | |
| **If yes, Do you have any points or convictions etc? :** | | | | |
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| **You are required to provide evidence of the above details at your interview by bringing with you:**   * **Proof of eligibility to work in the UK (Passport / Birth Certificate etc)** ☐ |

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| **Section 2 Rehabilitation of Offenders Act** |

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| **Have you ever been convicted of a criminal offence?** | Yes | ☐ | No | ☐ |
| **Have you any prosecutions pending?** | Yes | ☐ | No | ☐ |

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| **If yes, please give details/dates of offence(s) and sentence:** |

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| **Section 3 Health** |

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| **Number of days absent in the last 2 years:** |  |

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| **Please state the number of times in the last 2 years:** |  |
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| **Do you consider yourself to have a disability?** | **Yes** ☐ **No** ☐ |
| **If yes and you are selected for an interview, would you welcome a pre-interview discussion to identify any requirements you have?** | **Yes  No** |
| **Would the provision of aids or reasonable adjustments assist you in carrying out the post? (If yes this will be discussed with you at the interview)** | **Yes  No** |

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| **If yes please provide details:** |
| |  | | --- | | **Languages spoken other than English and including British or other national Sign Language:** | |

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| **Section 4 Educational&Professional Qualifications** |

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| **Date From** | **Date To** | **Place of Study** | **Qualifications Grade/Result and year obtained** |
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| **Do you have any training relevant to family first? Yes No**  **If yes, detail:** |

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| **Section 5 Employment Record** |

**Please list chronologically, starting with current or last employer**

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| **Name and Address of Employer** | **Date From:** | **Date To:** | **Job Title/Job Function/ Responsibilities:** | **Salary and Reason for Leaving** |
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**Section 6 Supporting Information/Personal Attributes**

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| **Use this section to add further information which directly relates to your suitability for this position including what experience skills and knowledge you would bring.**  **Vision and values**  Family First is a Christian organisation inspired by the message, life and example of Jesus. It shapes and guides every aspect of our work. Our vision is that by God’s spirit and in partnership with others, we want to see the tide of family breakdown turned wherever we serve. Motivated by God’s unconditional love for all people, our desire is to see transformation in ourselves and in our community. Our values are Community, Equality, Inclusivity, Hope and Transformation.  How do you personally relate to the vision and values of **Family First**? |

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| **Section 7 References** |

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| **Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken following interview)** |

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| **Reference 1** |  | **Reference 2** |

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| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

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| **Their Position (job title):** |  | **Their Position (job title):** |  |

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| **Work Relationship:** |  | **Work Relationship:** |  |

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| **Organisation:** |  | | **Organisation:** |  | |
| **Dates Employed:** | **From:** | **To:** | **Dates Employed:** | **From:** | **To:** |

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| **Address:** |  | **Address:** |  |
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| **Postcode** |  | **Postcode** |  |

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| **Telephone No:** |  | **Telephone No:** |  |

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| **E-mail:** |  | **E-mail:** |  |

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| **Section 8 Declaration** | | | | | |
| **I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.** | | | | | |
|  | **Signed:** |  | **Date:** |  |  |
| **Family First undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 2018.** | | | | | |

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| |  | | --- | | **Section 9 Recruitment Monitoring Form** | |  |   **This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained purely for monitoring purposes.** |

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| **Application for the post of:** | Family Coordinator |

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| To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM. |

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| **What is your Ethnic Group?** |
| Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. |

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| --- | --- | --- | --- | --- |
| **A. White** |  | D. Black or Black British | |  |
| White UK | ☐ | Black Caribbean | | ☐ |
| Irish | ☐ | Black African | | ☐ |
| White non-UK | ☐ | Any other Black background  (please give details): | | ☐ |
| Any other White background  (please give details): | ☐ | |  |  |
|  | | | | |
| B. Mixed |  | **E. Chinese or other ethnic group** | |  |
| White & Black Caribbean | ☐ | Chinese | | ☐ |
| White & Black African | ☐ | Vietnamese | | ☐ |
| White & Asian | ☐ | Any other ethnic background  (please give details): | | ☐ |
| Any other Mixed background  (please give details): | ☐ | |  |  |
|  | | | | |
| C. Asian or Asian British |  | 1. **I do not wish to provide this**   **information** | | ☐ |
| Indian | ☐ | | | |
| Pakistani | ☐ | | | |
| Bangladeshi | ☐ | | | |
| Any other Asian background  (please give details): | ☐ | | | |
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| **Section 9 Recruitment Monitoring Form continued** |

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| **Gender** | | | |
| Male | ☐ | Female | ☐ |

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| **Disability** |
| Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. |

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| Do you consider yourself disabled? | Yes | ☐ | No | ☐ |

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| **If yes, please give details:** |
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| **Age Group** | | | | | |
| 16-25 | ☐ | 26-35 | ☐ | 36-45 | ☐ |
| 46-55 | ☐ | 56-65 | ☐ | 66-70 | ☐ |
| Over 70 | ☐ | | | | |

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| **Media** |
| Please state where you saw this post advertised |
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