**Staff/Volunteer Application Form**

Are you applying as a Volunteer or as a Paid worker?

  Paid   Volunteer

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Postal address |  |
|  |  |
| Town |  |
| Postcode |  |
| Email Address |  |
| Mobile |  |
| Home Tel |  |
|  |  |

**Personal Details**

**Age - Please tick one**

  15 (Volunteers only)   16   17   18+

Other Details

How did you hear about us?

Did anyone recommend you to The Oaks?

  Yes   No

If YES give name:

 Do you need a UK work permit?

  Yes   No

If so have you got one?

  Yes   No

Disclosure Declaration

(This section must be completed)

The position for which you are applying potentially involves significant unsupervised contact with children and is therefore subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you must disclose details of any convictions, bindover orders or police cautions, warnings or reprimands, including those which are considered “spent” under the terms of the Act. Please use the Disclosure Form at the end of this Application Form if this applies to you. This information will not be used to discriminate against you unfairly.

**Do you need to complete the disclosure form?**

  Yes   No

IF YES PLEASE COMPLETE THE SECTION ON THE LAST PAGE OF THIS FORM

**Training/Further Education and Qualifications**

(including current course if applicable)

Please tell us about any education, qualifications or training you have had that are relevant to this role. Please also supply any certificates or documents which are relevant to this role

|  |  |  |
| --- | --- | --- |
| Date completed | Qualification/Course/Certificate | College/University/Awarding Body/Other |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History**

Give details of all previous employments, full and part time, paid or unpaid.  
List in order, STARTING WITH THE MOST RECENT FIRST.  
Explain any breaks in your employment history. (Continue on separate sheet if necessary).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To** | **From** | **Employer** | **Address** | **Position held** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Supporting Information**

This section must be completed

Please tell us why you are applying for this role, plus any relevant experience to support your application with particular reference to the job description.   
This statement is crucial to further consideration of your application.

|  |
| --- |
|  |

**References**

Please supply FULL contact details of two people who will provide a reference for you. Please do not supply both from the same place of work or education.  
ONE MUST BE FROM YOUR CURRENT OR MOST RECENT EMPLOYER OR, IF YOU ARE A FULL-TIME STUDENT, FROM YOUR PLACE OF EDUCATION.  
REFEREES MAY NOT BE MEMBERS OF YOUR FAMILY.

**Referee 1**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Relationship to you** |  |
| **Organisation** |  |
| **Email** |  |
| **Mobile phone** |  |
| **Home phone** |  |
| **May we contact this person now?** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Relationship to you** |  |
| **Organisation** |  |
| **Email** |  |
| **Mobile phone** |  |
| **Home phone** |  |
| **May we contact this person now?** |  |

**PLEASE READ AND SIGN THIS SECTION**

I confirm that the information which I have given is true and complete.\*  
I consent for The Oaks to carry out the necessary Disclosure and Barring Service checks, and to monitor status of a check on line using the DBS Update Service if this is subscribed to.  
I have read and understand the job description.  
**By submitting this application to us you are declaring your consent.** \* Any false statements or omissions may result in dismissal.

Print Name

Signature

Date

**NB:** Please complete the Equal Opportunities Section on the following page and, **only if applicable to you**, the Disclosure.

**Equal Opportunities Monitoring**

The Oaks is committed to achieving a Holiday Playscheme which provides equality of opportunity and freedom from unlawful or unfair discrimination. Our policy covers all aspects of our operations, including recruitment. Please complete this part of the form. This information will be used only in order to monitor our recruitment processes and prevent unfair discrimination on any grounds.

Fullname

**How would you describe your ethnic background?**

**White**

  British   Irish   Other White Background

**Dual heritage**

  White & Black Caribbean   White & Black African   White and Asian   Other Mixed Background

**Asian or Asian British**

  Indian   Pakistani   Bangladeshi   Other Asian background

**Black or Black British**

  Black Caribbean   Black African   Other Black background

**Chinese**

  Chinese

**Other ethnic group or background**

Please feel free to expand or specify

**Disclosure**

The position for which you are applying potentially involves significant unsupervised contact with children and is therefore subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198, please complete the information below and return it with your application. This information will not be used to discriminate against you unfairly. For more information on the Rehabilitation of Offenders Act please go to: <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Postal Address |  |
|  |  |
| Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Nature of Offence | Place Offence occurred and Court which issued conviction if applicable | Details of conviction, bindover caution or warning |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I declare that the above information is accurate and complete.  
By submitting this application to us you are declaring above information is accurate and complete.

Sign

Date

Submit