Brentwood Catholic Children's Society
Application Form

Confidential

BCCS has strict safer recruitment practices in place to safeguard children and young people, it is an important aspect in keeping them safe.

BCCS is an equal opportunity employer.

Please complete all pages in full - BCCS will not accept an incomplete application form.

Post Applied for:	

Personal Details:

Title: (Mr, Mrs, Miss, Ms, etc.)	
Forenames:	
Surname:	
Former Surname: **(if applicable)**	
Address/Postcode:	
Previous Address if at current address for less than 5 years:	
Home Telephone:	
Mobile:	
E-mail address:	
National Insurance Number:	

Please give details of your previous employment, education, training since leaving Secondary Education with most recent first – listing any gaps in this history with an explanation). If there is insufficient space, please add further information at the end.

Employment (current/most recent):

Name and Address of current/most recent Employer:	
Telephone:	
Post held:	
From:	
To:	
Salary:	
Notice period required:	
Reason for leaving:	
Please give details of your main duties and responsibilities:	

Previous Employment:

Name of Employer:	
Position Held:	
To:	
From:	
Reason for Leaving:	

Name of Employer:	
Position Held:	
To:	
From:	
Reason for Leaving:	

Name of Employer:	
Position Held:	
To:	
From:	
Reason for Leaving:	

Education:

Please give details of secondary education, further/higher education and qualifications gained with most recent first.

School / College / University:	
To:	
From:	
Subjects / Results:	

School / College / University:	
To:	
From:	
Subjects / Results:	

School / College / University:	
To:	
From:	
Subjects / Results:	

Other qualifications and relevant training:	
Membership of Professional Bodies etc:	
Hobbies/Interests:	

REFEREES

Please give the name of two referees, not related, who are able to provide us with information to support your application. One should be your most recent employer or if you have not had previous employment, your head teacher, lecturer/college tutor or a member of a community or volunteer coordinator where applicable.

Please note: employment will only commence on receipt of two acceptable references.

Reference 1:

Name:	
Position:	
Relationship:	
Address:	
Tel No:	
Professional E-mail Address:	
May we contact prior to interview (Yes/No)?	

Reference 2:

Name:	
Position:	
Relationship:	
Address:	
Tel No:	
Professional E-mail Address:	
May we contact prior to interview (Yes/No)?	

Rehabilitation of Offenders Act:

This post is exempt from Rehabilitation Offenders Act 1974 as it is a Regulated Activity.

Do you have any spent convictions, cautions, reprimands, warnings, or bind overs? Yes/No	
If yes, please give details:	

Should you require any special arrangements for your interview e.g. special equipment or access arrangements, please give details. **We will contact you prior to any interview to discuss this further.**	

Other Details:

Personal Statement:

Do you hold a full driving licence (Yes/No)?	
Do you have access to a vehicle (Yes/No)?	

Any further information:	

DECLARATION

- **I understand that an Enhanced DBS is required for this post.**
- **I understand that an offer of appointment will be subject to satisfactory references.**
- **I understand that providing false or misleading information will disqualify me from any appointment or if appointed will render me liable to dismissal without notice.**
- **I declare that the information I have given is, to the best of my knowledge, true and complete.**

Signature:		**Date:**	

Please return your completed application to: Louisa Aris headoffice@bccs.org.uk