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| **1.1 Post applied for:** |  |
| **1.2 Where did you see this vacancy advertised?** |  |

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| **2. PERSONAL DETAILS** | |
| **2.1 Surname:** |  |
| **2.2 Forenames:** |  |
| **2.3 Preferred title (e.g. Mr, Mrs, Ms, Mx):** |  |
| **2.4 Home address:** |  |
| **2.5 Address for correspondence (if different)** |  |
| **2.6 Preferred telephone:** |  |
| **2.7 Preferred email:** |  |
| **2.8 National Insurance No.** |  |

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| **3. RELEVANT EDUCATION AND TRAINING** - please share details of any training or qualifications relevant to the role | | | |
| **College / University /**  **Training Body / Organisation** | **Dates**  **(From – To)** | **Qualifications / training obtained** | **Level** |
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| **4. OTHER PERSONAL INFORMATION** | |
| **4.1 Do you currently have the right to undertake paid employment in the UK?** | **Yes / No (delete as appropriate)** |

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| **5. EMPLOYMENT HISTORY** | |
| **5.1 Present or most recent employer:** | |
| **Employer’s name and address:** |  |
| **Type of business:** |  |
| **Start Date:** |  |
| **Leaving Date:** |  |
| **Salary:** |  |
| **Job Title:** |  |
| **Summary of duties and responsibilities:** |  |
| **Reason for leaving:** |  |
| **Notice period required:** |  |
| **5.3 Previous employment and other relevant experience:**  (Enter particulars of employment over the last 10 years, most recent first. Include any unpaid work. Also account for any breaks in employment.) | |
| **Employer (Name, address and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |
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| **Employer (Name, address and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |
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| **Employer (Name, address and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |
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| **Employer (Name, address and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |

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| **6. PERSONAL STATEMENT** |
| **Note:** *This is the most important part of your application. It is where you tell us what makes you suitable for this post and why the post interests you.*  *Your application will be assessed against the person specification attached to the job description, which lists all the essential requirements of the post****.***  *Use another page if you need to, but please write no more than 1000 words.* |
| **7. DATA PROTECTION & GDPR REGULATIONS**  Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us. |

**8. Self-disclosure**

You are being asked to complete this form because the role you are applying for is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young people.

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

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| Previous names |  |
| Date of birth |  |
| Criminal record declaration This role is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore only required to declare unspent conditional cautions or convictions. | |
| Do you have any unspent conditional cautions or convictions in the UK or overseas?  Find out more about unspent convictions from the criminal justice charity [Nacro](https://www.nacro.org.uk/nacro-services/criminal-record-support/advice-for-individuals/understanding-whats-on-your-criminal-record/) | YES / NO (delete as appropriate) |
| If yes, please provide further information: |  |
| Have you ever been known to any children’s services department or police as being a risk or potential risk to children? | YES / NO (delete as appropriate) |
| If yes, please provide further information: |  |
| Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you? | YES / NO (delete as appropriate) |
| If yes, please provide further information: |  |
| Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your employment? | YES / NO (delete as appropriate) |
| If yes, please provide further information: |  |
| Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licencing body in any country? (as applicable). Sanctions may include: Warnings, conditions, limitations, suspensions removal or any other restrictions that may have applied to your professional registration. | YES / NO (delete as appropriate) |
| If yes, please provide further information: |  |
| Confirmation of declaration (tick box below) | |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.  YES / NO | |
| In accordance with the organisation’s procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  YES / NO | |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  YES / NO | |
| I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.  YES / NO | |

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| **9. DECLARATION**  By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role. I understand that misleading statements and failure to disclose relevant information may result in rejection or, if employed, dismissal. |
| **Name:** |
| **Date:** |

**Please email completed forms to recruitment@buttleuk.orgBUTTLE UK**

**EQUAL OPPORTUNITIES & DIVERSITY MONITORING FORM**

*Completion of this form is voluntary. This monitoring form is detached prior to short-listing and has no effect whatsoever on your application. The purpose of equal opportunities & diversity monitoring is to ensure that our recruitment policies are fair.*

**1. Application for the post of: *Grants Development Officer – Support for Boarding***

**2. Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please tick boxes as appropriate*

**3. Gender:** I would describe my gender as:

**Female**

**Male**

**Other**

**4. Age:**

**5. Ethnic background:** I would describe my ethnic origin as*:*

**White UK/European**

**Black Caribbean**

**Black African**

**Black other:** please specify

**Indian**

**Bangladeshi**

**Pakistani**

**Chinese**

**Other:** *please specify -------------------------------------------------------*

**6. Do you consider yourself to have a disability?**

**Yes No**

***Thank you for your assistance.***