

**RAINBOWS BEREAVEMENT SUPPORT GREAT BRITAIN**

*(Charity No: 1058476)*

**APPLICATION FORM FOR THE POST OF PART-TIME NATIONAL**

**CO-DIRECTOR OF RAINBOWS BEREAVEMENT SUPPORT GB**

*(For Southern region)*

**NAME OF CANDIDATE:**

**PLEASE INDICATE WHICH REGION YOU ARE APPLYING FOR, OR IF BECAUSE OF YOUR HOME ADDRESS, YOU WISH TO BE CONSIDERED FOR EITHER:**

**APPLICANT’S PERSONAL DETAILS**

**Title:**

**Surname:**

**First Name(s):**

**Known as (if applicable):**

**Any former name(s):**

**Date of Birth:**

**Faith/Religious Denomination**

**Address:**

**Telephone Number(s): Home Mobile:**

**Email address:**

**National Insurance No:**

**If you have lived at the address you have given for less than 5 years, please list all other addresses at which you have lived during this period with dates:**

**Address Dates**

**…………………………………………………………………………………………………..**

**…………………………………………………………………………………………………..**

**…………………………………………………………………………………………………..**

**Are you presently employed: Yes: No:**

**If no, please proceed to the next section on the next page.**

**If yes, name and address of employer**

**Post title:**

**Permanent or Temporary:**

**Full time or part time:**

**If part time, no of hours per week and weeks per year:**

**Date of appointment:**

**Notice required:**

**Gross annual salary or hourly rate:**

**Description of key duties / responsibilities:**

**APPLICANT’S EMPLOYMENT HISTORY AND WORK EXPERIENCE**

*Please complete in chronological order, starting with the most recent:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name, address**  **and nature of business** | **Full**  **Or**  **Part**  **Time** | **Job Title and brief description**  **of duties** | **Dates**  **Employed**  **Month/**  **Year**  **………….**  **From**  **-**  **To** | **Reason for Leaving** |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family, looking after aged relatives or of extended travel, please give them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| --- | --- |
| **Dates (from – to)** | **Activity …………………………………..** |
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**POST 11 EDUCATION, TRAINING AND RELEVANT COURSES**

Please complete in chronological order, starting with the most recent

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| --- | --- | --- | --- |
| **Full name and address of establishment** | **Full time or**  **Part time** | **Qualifications, date**  **Award made and**  **Awarding body** | **Dates attended**  **Month/Year**  **From**  **……**  **To** |
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**SUPPORTING STATEMENT**

Please provide a written statement of no more than 1000 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post(s) advertised and how you meet the person specification.

**REFERENCES**

References are an important part of the selection process. Please note that two satisfactory references will be required in the event of an offer of employment being made to you, one of which must be from your current or most recent employer.

**Present employer:**

Name:

Address:

Designation (if applicable):

Telephone:

Email:

**Second Referee:**

Name:

Address:

Designation (if applicable):

Telephone:

Email:

**DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS**

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes: No:

If yes, please provide details:-

By ticking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):

\*

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By ticking the box below you hereby consent to a DBS Check being made to the Disclosure and Barring Service (“DBS”):

**REHABILITATION OF OFFENDERS ACT 1974**

If you have been convicted of a criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any convictions, please complete the relevant section in the Disclosure Form.

**DATA PROTECTION ACT 1998**

By ticking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other filing systems and to be shared with other accredited organisations or agencies in accordance with the data Protection Act 1998.

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

The Trustees of Rainbows Bereavement Support GB will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By ticking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested:

**DECLARATION**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from this recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

**……………………………….**

By signing below I hereby certify that all the information given by me both on this form and in any additional pages and supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to be appointed to the post to which I am applying.

Signature:

Date:

***Fully completed, signed applications, including the names of two referees need to be sent electronically to Sharon Melia Craven National Co-Director (North)*** at [sharon.rainbowsgb@btconnect.com](mailto:sharon.rainbowsgb@btconnect.com) ***and must be received by 12 noon on Tuesday 30th June 2020.***

***(if you cannot send it electronically then please email Sharon to obtain a postal address)***