

Carroll Centre

Section 3: Present or Most Recent Employment

Job Title:
Name and Address of Employer:
Post Code:
Salary:
Brief description of duties and responsibilities:
Date Employment Commenced:
Date left (if applicable):
Reason for leaving (if applicable):
Period of notice required:

Section 4: Employment History

Please start with the most recent position, excluding that outlined in Section 3. Please also account for any career breaks. Continue on a separate sheet if necessary.
 State number of sheets (if any) included

Date From	Date To	Name of Employer	Job title and main duties	Reason for leaving	Finishing Salary

Carroll Centre

Section 5: Qualifications

Please give full details of all qualifications gained after the age of 14.
Please note that for some jobs formal education qualifications are not required.

Secondary Education

Subject	Level	Grade	Date Passed	Subject	Level	Grade	Date Passed

Further / Higher Education

College / University	Dates attended	Title / Level of course	Result Grade	Date Passed

Training

Relevant vocational courses	Dates attended	Organising Body

Section 6: References

Please ensure that one is your present or last employer.
References for shortlisted candidates are normally taken up prior to interview unless you indicate that this is not acceptable.

1.	Name:	2.	Name:
	Position:		Position:
	Address:		Address:
	Telephone:		Telephone:

I wish references to be taken up prior to the interview.

Section 7: Additional Information	
Please select the appropriate answer.	
Do you have a full UK driving licence? Does your Driving Licence include a full D1 classification? Have you been MIDAS trained?	
If applicable, please give details of any endorsements on your licence	
Do you own or have use of a car?	
Section 8: Criminal Proceedings	
Are there any criminal proceedings against you?	
<p><i>Due to the privileged access to children within this post you are required to declare whether you have any criminal convictions (or cautions) including those which are 'spent'.</i></p> Have you ever been convicted of any criminal offences or been officially cautioned , warned or reprimanded in relation to any such offence	
Are you included in any list of people barred with working with children	
<p>If yes, please give details, including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the 'Head of Centre' and enclose it with this form.</p> <p>PLEASE NOTE :</p> <p style="padding-left: 20px;">If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Criminal Records Bureau. This will require you to complete a separate CRB application form and to provide a range of documentary evidence of your identity.</p> <p style="padding-left: 20px;">Although a criminal record involving sexual offences against children is likely to debar you from appointment of this type of post, the existence of the criminal convictions will not necessarily be a bar to employment.</p> <p style="padding-left: 20px;">Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.</p> <p style="padding-left: 20px;">It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order</p>	
Have you previously been invited for interview with The Carroll Youth Centre?	No Yes
If yes, please state position applied for	
Where did you see this post advertised?	
<p>I declare to the best of my knowledge the information I have given in this application is true. I understand that providing false information may lead to disqualification from the interview or dismissal after appointment</p> <p>Signed: _____ Date: _____</p>	
<p>Please return this Application form to: Head of Centre, Carroll Youth Centre, Somers Close, Stanmore, Winchester SO22 4EJ</p>	

If you do not hear from us within 4 weeks, you should assume on this occasion your application has been unsuccessful.

This form cannot be saved. Please print a copy for your records before submitting.