

**Application Form**

At Khaya Home we aim to be one dedicated team that works together to ensure our young people have the best possible outcomes and life experiences. We recognise that to achieve this we need the most committed people to join us.

You will be part of a diverse and vibrant community of professionals who are outcomes focused and operate with a strong team ethos.

Khaya offers regular training and support to all of its staff and will work closely with individuals to improve their professional career portfolios.

Completing this application form is the first step in the recruitment process which may lead to an interview and the possible offer of employment. It is therefore most important that you complete ALL sections of the application form as fully and accurately as possible. If some parts are not relevant, write ‘not applicable’ or ‘N/A’ in that space. Please write in black or blue ink, as these forms will be photocopied.

**Safeguarding –** Khaya Home management and staff are committed to safeguarding and promoting the welfare of children. We are continuously developing and improving our robust safeguarding processes and procedures to promote a culture of safeguarding.

**You must not send us your CV instead of filling in the application form,** it will not be considered as a substitute during the selection process.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY BE REJECTED WITHOUT FURTHER CONSIDERATION.

**Application for the position of**:

……………………………………………………………………………………………………………

**Title**

……………………………………………………………………………………………………………

**Full Name**

……………………………………………………………………………………………………………

**Former Names** *(Please mark N/A if not applicable)*

……………………………………………………………………………………………………………

**Date Of Birth**

……………………………………………………………………………………………………………

**Address**

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

**Postcode**

……………………………………………………………………………………………………………

**National Insurance Number**

……………………………………………………………………………………………………………

**Contact Telephone Number**

……………………………………………………………………………………………………………

**Email Address**

……………………………………………………………………………………………………………

Do you have any family or close relationships with existing employees or employers of Khaya Specialist Home?

……………………………………………………………………………………………………………

If Yes. Please specify who and their relation to you. (Please mark N/A if not applicable)

……………………………………………………………………………………………………………

**Drivers Declaration**

Yes

No

Do you hold a full and valid driving licence?

Do you have a road worthy vehicle?

Do you have any endorsements?

Do you hold a full and valid driving licence?

Do you have a road worthy vehicle?

Do you have any endorsements?

**Teachers Only**

Yes

No

Are you registered with the GTC for England?

Do you have Qualified Teacher Status (QTS)?

Do you have Qualified Teacher Learning and Skills Status (QTLS)

Are you registered with the GTC for England?

Do you have Qualified Teacher Status (QTS)?

Do you have Qualified Teacher Learning and Skills Status (QTLS)

**Education** *(Please list the most recent first)*

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

**Work History***(Please list the most recent first)*

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

……………………………………………………………

**Personal Statement**

*Please use this space to highlight any personal qualities and experience you believe will support your application for this post. Please take the time to read the job description and person specification as they list the qualifications, skills, knowledge and experience relevant to the job.*

|  |
| --- |
|  |

**References:**

*Please note we always seek a reference from your current or most recent employer, so we ask that you provide the names of two additional persons who are able to comment on your suitability for this post.*

*Preferred referees would include previous employers or professionals who have known you personally for at least two years. References will not be accepted from relatives or family members.*

*Khaya Home may also seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.*

*If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences related to children and whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary action. If you are not currently working with children but have done so in the past, that previous employer may be asked about these issues.*

|  |  |
| --- | --- |
| **Referee 1:**  **Name:**  **Relationship to you:**  **Contact details:**  **Email –**  **Postal address –**  **Contact number** | **Referee 2:**  **Name:**  **Relationship to you:**  **Contact details:**  **Email –**  **Postal address –**  **Contact number** |

**Declaration of criminal Offenses.**

**Convictions and ‘Spent’ Convictions of a Criminal Nature**

**Please read these advisory notes before answering this section.**

You will appreciate that we must be particularly careful to enquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999.The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

 You must, therefore, answer the question below “Have you ever been convicted of a criminal offence\* or been given a caution, reprimand, warning or bind-over?” (“yes” or “no”).

 If the answer is “yes”, you must give details in a separate, sealed envelope marked ‘confidential’ and attached to the application.

 In accordance with the recommendations of the Home Office, ***all successful candidates for all posts where there is to be contact with children, will be subject to an Enhanced Disclosure from the Disclosure and Barring Service***, regardless of the answer given to the question concerning previous convictions.

 The Disclosure and Barring (DBS) provides details of a person’s criminal records including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) and includes both ‘spent’ and ‘unspent’ convictions. The Enhanced Disclosure will also contain details from the DBS's children's barred list and information held by local police forces.

Have you ever been convicted of a criminal offence\* or been given a caution, reprimand, warning or bind-over?

Have you ever had any child removed from your care by the order of any court?

Have you ever had registration for child minding or provision of a day care or nursery service refused or cancelled?

Have you ever been disqualified from acting as a private foster parent?

Have you ever been refused an application to become a foster carer or had approval as a foster care or day care provider withdrawn?

Have you ever been disqualified or refused registration for running a private or voluntary children’s home?

Do you live in the same household as another person who is disqualified from caring for children, or live in a household where a disqualified person is employed?

If appointed, do you give consent for the information supplied in (a) and (b) above being verified by the Police?

If appointed, do you agree to register with the DBS “Update Service” and give permission for the school to carry out online Status checks on an annual basis to verify that your DBS certificate is still current?

Have you ever been convicted of a criminal offence\* or been given a caution, reprimand, warning or bind-over?

Have you ever had any child removed from your care by the order of any court?

Have you ever had registration for child minding or provision of a day care or nursery service refused or cancelled?

Have you ever been disqualified from acting as a private foster parent?

Have you ever been refused an application to become a foster carer or had approval as a foster care or day care provider withdrawn?

Have you ever been disqualified or refused registration for running a private or voluntary children’s home?

Do you live in the same household as another person who is disqualified from caring for children, or live in a household where a disqualified person is employed?

If appointed, do you give consent for the information supplied in (a) and (b) above being verified by the Police?

If appointed, do you agree to register with the DBS “Update Service” and give permission for the school to carry out online Status checks on an annual basis to verify that your DBS certificate is still current?

***Additional Information***

***Please use this section to****provide any additional information you consider relevant* ***including details of any criminal offence, caution, reprimand, warning or bind-over?***

|  |
| --- |
|  |

**Declaration**

*I hereby confirm that to the best of my knowledge the details given in this application form are true.*

*I understand that failure to disclose information or the provision of incorrect information is an offence and may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.*

To agree to this declaration please confirm your full name and the date of application.

Name:…………………………………………. Signature…………………………………………..

Date:……………………………………………..