**EMPLOYMENT APPLICATION FORM**

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| **Which position you are applying for:**  **How did you learn of this vacancy?** |

## PERSONAL DETAILS

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| **Title:**  **First Name:**  **Last Name:**  **Address:**  **Postcode:**  **Phone (Home):**  **Phone (Mobile):**  **E-mail:**  **Do you have the right to take up employment in the UK? Yes/No**  **(**you will be required to bring evidence of this if invited for an interview**)** |

## WORK EXPERIENCE

Please give details of previous jobs including part-time and unpaid work, starting with the most recent. **Please ensure that you complete the date’s column and do not leave any gaps.** (Please use one further sheet of A4 paper if required).

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| **Employer** | **Job Title** | **Main duties or responsibilities** | **Start and end dates and reason for leaving** |
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| **Why do you want to work for The Children’s Literacy Charity?** |

## EDUCATION

Please list all training and qualifications, including GCSEs, NVQs and A levels or equivalent and any further education qualifications including degrees or equivalent, starting with the most recent. Also include any relevant courses attended. *You may be asked to present your original qualification(s) should it be relevant to the role.*

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| **Further education establishment/School name** | **Qualifications/Results** |
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## FURTHER APPLICATION SUPPORT

*Before completing this section, please refer to the Job Profile.*

**Short-listing will be undertaken by comparing the evidence presented by you with the requirements of the post as described in the Job Description and Person Specification.**

**Consider experience, skills and knowledge gained through employment, voluntary or community activities.**

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| **Why do you think your experience and skills equip you for this post?** |
| **What do you think you can bring to this post?** |
| **Is there any further relevant information to add in support of your application?** |

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| **If your application is successful, when would you be able to start at The Children’s Literacy Charity?** |

## REFERENCES

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| Please give the name and full address of two people who we can contact to provide The Children’s Literacy Charity with a reference. At least one of these must be a professional/academic reference from your most recent work or study (can be voluntary work). If you are unable to provide a second professional reference, the other can be a personal reference from someone who has known you for **at least three** **years** (not relatives).  References are only taken up if you are successful at interview stage. | |
| **Referee 1**  Name:  Address:  Postcode:  Phone:  E-mail:  Occupation: | **Referee 2**  Name:  Address:  Postcode:  Phone:  E-mail:  Occupation (or in what capacity does this person know you): |

## COMMITMENT TO SAFEGUARDING

The CLC is committed to protecting children and young people who receive the charity’s services and to providing staff and volunteers with the overarching principles that guide our approach to child protection and safeguarding.

It is an offence to apply for work, work or volunteer in Regulated Activity with children and/or adults if you are on the Children’s or Adults’ Barred List.

You can find our Safer Recruitment Policy [here](https://thechildrensliteracycharity.org.uk/wp-content/uploads/2022/11/Safer-Recruitment-Vetting-Policy-Oct-22.pdf)

## DECLARATION

If the post you are applying involves regulated activity relating to children and/or regulated activity relating to vulnerable adults it is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Exceptions (amendment) order 1986. For a full list of posts contained in the Act please refer to www.gov.uk

You are therefore not entitled to withhold any information about convictions you may have had including any ‘spent’ convictions. Any such information will be kept in strict confidence and used only in consideration of your suitability for the position for which you are applying. In the event of employment, any failure to disclose such convictions may result in disciplinary action or dismissal.

**Do you have anything to disclose? YES / NO**

**Details of offence and outcome**

**Please read this carefully before signing**

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| I confirm that the information given on this form and any attachment is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal without notice.  I understand that any job offer will be subject to proof of entitlement to work in the UK; the receipt of references; and where appropriate, a Disclosure and Barring Service check; all of which must be satisfactory to The Children’s Literacy Charity.  If I am offered employment, I consent to my information being held and processed by The Children’s Literacy Charity in accordance with the Data Protection Act 1998.  If I am not offered employment, I understand that my information will be held by The Children’s Literacy Charity for 6 months and then securely destroyed if it is no longer required for future vacancies.  Signed:  Date: |
| **Please specify any special arrangements you will need to attend an interview.** |

**Please email the completed application form to Emma Jones, HR & Admin Officer at emma.jones@theclc.org.uk**