**APPLICATION FORM**

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| Which position you are applying for:  Please specify preferred location (for multiple vacancies):  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 column and explain any gaps.** (Please use one further sheet of A4 paper if required).

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| **Employer Name** | **Job Title** | **Main duties or responsibilities** | **Start and end dates and reason for leaving** |
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## 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 will be asked to present your original qualification(s) should it be relevant to the role e.g. Degree, PGCE, QTS.*

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| **Further education establishment/School name** | **Qualifications/Results and Date** |
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## COMPLETING INFORMATION RELEVANT TO JOB ROLE

*Before completing this section, please refer to the Job Profile. Please try and limit your text to 500 words.*

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

**Please consider your relevant experience, skills and knowledge gained through employment, voluntary or community activities.**

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| Why do you want to work for The Children’s Literacy Charity? |
| What relevant experience and skills do you have that equip you for this specific role? |
| How will your specific and relevant experience, skills and approach benefit this role and the wider work of the charity? |
| Is there any further relevant information you feel should form part of your application? |
| If your application is successful, when would you be able to start at The Children’s Literacy Charity? |
| **REFERENCES**  Please give the name and full address of two people who we can contact to provide The Children’s Literacy Charity with a reference. These should be professional references from your most recent employers (voluntary work if applicable or an academic reference if you are a student).  ***Name:***  ***Occupation:***  ***Relationship to you:***  ***Phone Number:***  ***Email Address:***  ***Name:***  ***Occupation:***  ***Relationship to you:***  ***Phone Number:***  ***Email Address:*** |

## The CLC 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 or access arrangements you will need to attend an interview:**  **Please ensure that the application is fully completed and email it to the HR Officer at** [**emma.jones@theclc.org.uk**](mailto:emma.jones@theclc.org.uk) |