All sections MUST be completed. Additional information may be attached to your online application.

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| **Application Form** |

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| **How did you hear about the role? If online, please state where** |  | | | |
| **Contact number** |  | | | |
| **Expected Salary** |  | | | |
| **Notice Period** |  | | | |
| **Are you looking for full-time or part-time?** | Full-time |  | Part-time |  |
| **If part-time please provide ideal hours/days** |  | | | |
| **Please state any dates you are unavailable for interview** |  | | | |

**Education, training, apprenticeships, and qualifications.**

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| --- | --- | --- |
| Please provide any qualifications or training you have undertaken that you feel is relevant to the role (refer to the candidate pack criteria). | | |
| **School / College / University** | **Grade** | **Qualification obtained, including subject and dates** |
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**Memberships**

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| Please provide details of any memberships of professional bodies or organisations relevant to your application. | | |
| **Name of professional body/ organisation** | **Date of membership** | **Status** |
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**Employment History**

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| As part of our safer recruitment process, we require you to provide a full employment history. Please start with the most recent employment and include paid and unpaid work. Continue on a separate sheet if necessary. | | | | |
| **Most recent role** | | | |
| **Starting with current/most recent employer’s name and address** | **Position Held** | **Full dates of employment: From and To** | **Reasons for Leaving** |
|  |  |  |  |
| **Brief Description of role and duties** |  | | | |
| **Previous role** | | | |
| **Starting with current/most recent employer’s name and address** | **Position Held** | **Full dates of employment: From and To** | **Reasons for Leaving** |
|  |  |  |  |
| **Brief Description of role and duties** |  | | | |
| **Previous role** | | | |
| **Starting with current/most recent employer’s name and address** | **Position Held** | **Full dates of employment: From and To** | **Reasons for Leaving** |
|  |  |  |  |
| **Brief Description of role and duties** |  | | | |
| **Previous role** | | | |
| **Starting with current/most recent employer’s name and address** | **Position Held** | **Full dates of employment: From and To** | **Reasons for Leaving** |
|  |  |  |  |
| **Brief Description of role and duties** |  | | | |
| **Previous role** | | | |
| **Starting with current/most recent employer’s name and address** | **Position Held** | **Full dates of employment: From and To** | **Reasons for Leaving** |
|  |  |  |  |
| **Brief Description of role and duties** |  | | | |
| **Previous role** | | | |
| **Starting with current/most recent employer’s name and address** | **Position Held** | **Full dates of employment: From and To** | **Reasons for Leaving** |
|  |  |  |  |
| **Brief Description of role and duties** |  | | | |
| **Previous role** | | | |
| **Starting with current/most recent employer’s name and address** | **Position Held** | **Full dates of employment: From and To** | **Reasons for Leaving** |
|  |  |  |  |
| **Brief Description of role and duties** |  | | | |

**Other information:**

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| --- | --- |
| **Please explain any gaps in your employment history, however small** | |
|  | |
| **If you have previously worked in a position where your duties included working with vulnerable adults or children, please provide the details below of such duties and the reason your employment ended.** |
|  |

**Information in support of your application**

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| --- | --- |
| Applicants will be shortlisted for interview on the basis of the criteria listed on the person specification, in the candidate pack.  This is an opportunity for you to tell us how your experience, knowledge, skills, abilities, and qualities meet the criteria. We understand not all experience comes from paid work so we encourage you to tell us about any experience you feel is relevant, which may come from volunteering, homebased, social or community activities. | |
| **Knowledge and experience** |  |
| **Skills and abilities** |  |
| **Any additional information you would like to provide** |  |

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| --- | --- | --- | --- |
| **IT skills and experience- please indicate your current skill level** | | | |
| **Programme/platform** | **Good knowledge** | **Basic skills** | **No knowledge/experience** |
| Outlook |  |  |  |
| Excel |  |  |  |
| Sharepoint |  |  |  |
| Teams |  |  |  |
| Word |  |  |  |
| Powerpoint |  |  |  |
| Zoom |  |  |  |
| Eventbrite |  |  |  |
| Canva |  |  |  |
| Other software packages/programmes, please state: |  |  |  |

**Declarations and consents**

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| --- | --- |
| **Are you related to any employee of Adoption UK? If yes, please provide details** |  |
| **Are you related to a member of the Board? If yes, please provide details.** |  |

**Pre-employment checks**

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| **Adoption UK is committed to safeguarding and promoting the welfare of children and young people; therefore, we are required to ensure all employees have the required pre-employment checks prior to starting employment. You must be able to demonstrate the right to work in the UK and are resident in the UK.** | | | | | | | | | | | |
| **Safeguarding – Please include details of any allegations which have been made against you. Any disciplinary sanctions relating to safeguarding must also be declared, including those which have expired for disciplinary purposes.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Do you currently have one of the following?** | | | | | | | | | | | |
| **DBS via Update Service** |  | **PVG Basic** | | |  | **PVG Standard** | |  | | **PVG Scheme** |  |
| **Do you have the right to work in the UK?** | | **Yes** |  | **No** |  | **If not please provide further details** | | |  | | |
| **Do you reside in the UK** | | **Yes** | | |  | | **No** | |  | | |
| **Have you lived abroad in the last 12 months?** | | **Yes** |  | **No** |  | **If yes please provide further details** | | |  | | |

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| **I declare the information contained in the application form is correct** | **Yes** |  | **No** |  |

We would be grateful if you could also complete the Diversity Monitoring Form (attached to the advert)

Adoption UK is committed to equality of opportunity for all regardless of age, disability, gender, race, religion/belief, or sexual orientation. We ensure that our methods of selection are fair and that they are solely based on merit, objective role related and ability to do the role. The intention of monitoring is to identify if there are different success rates, which will allow us to take action to ensure that no group is treated unfairly.

The data will only be used for general statistical and monitoring purposes. The data will be kept confidential and separate from your application. It will not be used as part of the selection process.

Please can you attach it to your online application before submitting. You will need to click on upload to attach the Application Form, Diversity Monitoring Form, and any other documents you wish to attach to support your application. Alternatively, you can email it to [peopleservices@adoptionuk.org.uk](mailto:peopleservices@adoptionuk.org.uk) and we would be happy to attach it for you or you can post your application to:

**Adoption UK, People Services, Bloxham Mill, Barford Road, Bloxham, Banbury, Oxfordshire OX15 4FF**