Team Administrator Family Wellbeing Service Application Form



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| --- | --- |
| Forenames: |  |
| Surname: |  |
| Address: |  |
| Postcode: |  |
| Home Telephone: |  |
| Mobile: |  |
| Email: |  |
| Best way to contact you: |  |
| How did you hear about this vacancy? |  |
| Do you have a current clean UK driving licence, use of a car and able to travel in Surrey? | Yes / No |
| Are you eligible to work in the UK? | Yes / No |
| Do you require a permit to undertake full or part-time work in the UK? | Yes / No |
| If yes, which visa do you hold? |  |
| What is the expiry date of this visa? |  |
| Have you ever had an offer to work with children or young people declined? | Yes / No |
| Have you ever had any cautions, bind-overs or been convicted of any criminal offences, (excluding speeding), which are not yet spent under the rehabilitation of Offenders Act 1974? | Yes / No  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘confidential disclosure’. As you are applying for a position which involves working with children ALL convictions/cautions must be declared (regardless of whether deemed as spent) |

**An offer of employment will be subject to an approved Enhanced DBS and Barring Disclosure.**

**Eikon is committed to safeguarding and prompting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process.**

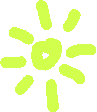
**Education & Qualifications**

|  |  |  |
| --- | --- | --- |
| Name of school / college / university attended | Subjects studied | Grade / level achieved |
|  |  |  |

If this post requires specific qualifications, you will be required to provide original documentary evidence before employment.

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| --- |
| Other relevant academic / vocational qualifications or training? |
|  |

**Employment History**



Please give your full employment history, both paid and voluntary

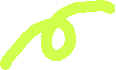
|  |
| --- |
| Present employer:  Job title: Employer:  Address:  Start date: End date: |
| Please give a brief description of current duties, responsibilities and achievements: |

**Previous Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer | Dates (month/year)  From To | | Job title and main responsibilities | Reason for leaving | If there is a gap in service pls explain the reason |
|  |  |  |  |  |  |
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**Application Questions**

The answers you give here will be used as part of the initial assessment against the job description and person specification.



In line with our Safer Recruitment Policy, we cannot accept CVs, or any other additional information provided outside of the application form.

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| --- |
| **Please give examples of your achievements, skills and experience, that match the Job specification requirements.** |

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| **Please explain:**  **Why The Eikon Charity?**  **Why this role?**  **Why you?** |

**References**

Please give details of two people who can provide a reference - one must be your current or most recent employer.

Reference 1:

|  |
| --- |
| Name:  Email Address:  Telephone:  In what capacity does this person know you? |

Reference 2:

|  |
| --- |
| Name:  Email Address:  Telephone:  In what capacity does this person know you? |

**Declaration**

For the purposes of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of Eikon relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that all information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

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If offered an interview, we will ask to see originals of any relevant qualification certificates.

Signed: Date:

Print Name:



An electronic signature is deemed to be a signed document when emailed.

Eikon, Selsdon Road, New Haw, Addlestone, Surrey, KT15 3HP

Telephone: 01932 347434

Email: [recruitment@eikon.org.uk](mailto:recruitment@eikon.org.uk) or visit [www.eikon.org.uk](http://www.eikon.org.uk)