**APPLICATION FOR PRIME PADDLING POSITION**

*Prime Paddling pursues a policy of equality of opportunity*

We do not accept CVs. Your application may be returned if **all** sections of the application are not filled in. Attachments are not to be used as an alternative to leaving a box blank. This may result in your application being deemed unsuitable and will not be considered further.

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| Post applied for (as advertised) |  |

| Location |  | |
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| Personal Details | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | | | | First Names | |  | |
|  | | | | | | | | | |
| Title | |  | | Any previous Surnames | | |  | | |
|  | | | | | | | | | |
| Address |  | | | | | | | | |
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|  | | | | | | | | | |
| Email | | |  | | | | | | |
| Mobile / Tele No. | | |  | | | | | | |
| NI Number | | |  | | Date of Birth | | | |  |

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| **Employment History**  A continuous employment history is required from when you left full-time education. If you are still in full time education please write Full Time Education | | |
| --- | --- | --- |
| **Current employer** | | |
| Post Held |  | |

| Company |  |
| --- | --- |

| Date appointed |  | Full/part time (give details) |  |
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| Activity Provided | |  | | |
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| Date available if appointed (or notice period) | | |  | |

| Reasons for wishing to move on to a new employer? |  |
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| **Previous Experience**(most recent employer first) **-** *continue on separate sheet if required* |
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If part-time appointment, please state. Please include details of gaps in employment here. A separate CV should not be enclosed in substitution. A continuous employment history is required from when you left full-time education.

1. most recent first

| **Employer Name** | **Age Range** | **Status of Post** | **Reason for Leaving** | | | | **Inclusive Period**  **(month & year)** | | | |
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| **(c)** Please include details of **all gaps** in employment here | | | | | | | | | | |
|  | | | | Date From | | Date To | | | | |
| Month | Year | Month | | Year | | |
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| **Education** (Secondary, Further / Higher) |
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| **Establishment (name and town)** | **From** | **To** | **Qualifications / Grade / Date awarded** |
| --- | --- | --- | --- |
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| **Qualification (name and provider inclusive safeguarding)** | **From** | **To** |
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Please give details of any other Job related training (include membership of professional institutes, professional or vocational/non vocational qualifications you hold that are relevant to your application

| **Dates obtained** | **Qualifications obtained and grade/level** | **Name of awarding body** |
| --- | --- | --- |
|  |  |  |

| **Reasons for applying for this post -** *continue on separate sheet if required* |
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| **Experience and personal skills -** *continue on separate sheet if required* |
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Please give details of all your experience, skills and abilities relevant to the post applied for. (If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held. Attach a continuation sheet if necessary.)

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*Information from this point forward will not be shared with the shortlisting or interview panel*

| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** | |
| --- | --- |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:  <https://www.gov.uk/government/collections/dbs-filtering-guidance> | |

| **Please complete the following questions, taking into account the DBS filtering guidance** | | |
| --- | --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) | **YES** | **NO** |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or are “disqualified” within the meaning of the Childcare | **YES** | **NO** |
| (Disqualification) Regulations 2018 or Childcare Act 2006?  If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | |

| | **Disclosure and Barring and Recruitment Checks** | | --- |  * Prime Paddling is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency. * For posts in regulated activity, the DBS check will include a barred list check. * The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment. * It is an offence to provide or manage childcare covered by these regulations if you are disqualified. * Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. * We will not ask for any criminal records information until we’ve received the results of a DBS check. * Any convictions listed on a DBS check will be considered on a case-by-case basis and any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment. * Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Prime Paddling’s privacy notice. * Criminal record certificates will only be issued directly to the applicant. Prime Paddling may request that you show us your certificate. We will record the Disclosure number and issue date and retain this on your personnel record and computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). Prime Paddling will abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.   **Do you have a DBS certificate?**   | Yes |  | Date of check: | | --- | --- | --- | | No |  | |   If you’ve lived or worked outside of the UK in the last 5 years, Prime Paddling may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, you may be required to obtain an overseas check from police or judicial authorities, government departments or your Home Embassy in the country or countries concerned.  **Have you lived or worked outside of the UK in the last 5 years?**   | Yes |  | | --- | --- | | No |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **References**  Please give details of two people who can provide information that will confirm your suitability for this post. Where appropriate, one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity. References will not be accepted from relatives, or persons who only know you as a friend. If you are/have worked in an education setting or with children, please ensure this organisation is included as one of your referees.  Current or previous employers will be asked about disciplinary investigations and procedures relating to children including penalties that are “time expired” and any child protection concerns. By signing this application, you agree to us taking up references to verify particular experience or qualifications even where you may not have included them as referees.  Please ensure your referee has consented to you providing them as a contact and that information provided is the most up to date (ie telephone and email addresses). We will take up references at the interview stage. If there is a particular reason we should not contact your current employer at this time, please notify the HR department when submitting your application. | | | | |

**Our preference is to request references by email – please provide an email address where possible**

**Reference 1**

| Salutation |  | | Name |  | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position |  | | | | | | | |
| Capacity in which known to you | |  | | | | | | |
| Organisation | |  | | | | | | |
| Address |  | | | |  | | |  |
| Work Email |  | | | | | Work tele |  | |
| Personal Email |  | | | | | Mobile |  | |

**Reference 2**

| Salutation |  | | Name |  | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position |  | | | | | | | |
| Capacity in which known to you | |  | | | | | | |
| Organisation | |  | | | | | | |
| Address |  | | | |  | | |  |
| Work Email |  | | | | | Work tele |  | |
| Personal Email |  | | | | | Mobile |  | |

| **Right to work in the UK** |
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Prime Paddling will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

I hereby confirm that the information I have given above is true. I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

| **Signature of Candidate** |  |  | Date |  |
| --- | --- | --- | --- | --- |

| **Privacy notice** |
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| Prime Paddling collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for Prime Paddling to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you. Please see Prime Paddling’s privacy notice and data protection policy.  You can contact Prime Paddling’s Data Protection Officer if you have a concern about the way we collect or use your data. |
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