**The Family Information Group**

**Application for Employment**

**Private and Confidential-Personnel use only.**

Please complete all sections of this form writing clearly and return to the address on the back page by the closing date.

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| --- |
| Position applied for:  **Volunteer Playscheme Worker** |
| Surname: First name/s:  Title: |
| Address:  Postcode: |
| Telephone numbers:  Home:  Work:  Mobile: |
| Email: |
| National Insurance Number: |
| Are you legally eligible to work in the UK?  Proof will be required. |
| Have you been convicted of a criminal offence, including spent convictions? If yes, please provide details. |
| Do you have a current enhanced DBS disclosure?  If yes you will need to provide evidence of this. |
| Have you previously worked for FIG?  If yes please provide details. |
| On what date will you be available to start work? |

Education & Professional Qualifications

Please complete with most recent first and continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of School/College/University | From | To | Qualifications Gained |
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Additional Vocational Training/Courses

Please complete with most recent first and continue on a separate sheet if necessary.

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| --- | --- |
| Training/Course | Year |
|  |  |
|  |  |
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Employment History

Please complete with most current/most recent first. Any gaps in employment must be explained, e.g. Caring for children, travelling.

Please continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Name & Address of Employer: | |
| Job Title & Brief Description of your Duties: | |
| Telephone Number: |  |
| Date Employed from: |  |
| Date Employed to: |  |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
| Name & Address of Employer: | |
| Job Title & Brief Description of your Duties: | |
| Telephone Number: |  |
| Date Employed from: |  |
| Date Employed to: |  |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
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|  |  |
| --- | --- |
| Name & Address of Employer: | |
| Job Title & Brief Description of your Duties: | |
| Telephone Number: |  |
| Date Employed from: |  |
| Date Employed to: |  |
| Reason for Leaving: |  |

Supporting Statement

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| Please use this space to describe how your experience and knowledge will enable you to carry out the duties of this post. You may continue on a separate sheet if necessary. |

References

Please supply contact details for two employment referees below; one should be your current or most recent employer.

|  |  |
| --- | --- |
| Reference 1 **(Your current or most recent employer)** | Reference 2 |
| Name: | Name: |
| Position: | Position: |
| Company Name: | Company Name: |
| Company/Work Address: | Company/Work Address: |
| Telephone Number: | Telephone Number: |
| **May we approach the above prior to interview. Yes/No** | **May we approach the above prior to interview. Yes/No** |

If offered employment I hereby give permission for The Family Information Group to contact the employers listed on this application regarding my previous work experience.

I understand that under the FIG Safeguarding policy any offer of employment will be subject to a satisfactory DBS check, suitable references and medical screening.

I have completed this application form myself and to the best of my knowledge, the information I have provided is true, correct and complete.

|  |  |
| --- | --- |
| Signed: | Print Name: |
| Date: |  |

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| This form should be returned by 3pm on the closing date to:  FIG CEO-Confidential  The Family Information Group  Taunton Hall  90 Taunton Road  Harold Hill  Romford  Essex RM3 7SU  **If returning by hand please note that the building is open weekdays 8.30am-3pm and there is no post box available outside of these times.**  **Forms may also be scanned and emailed to** [**figceo@hotmail.co.uk**](mailto:figceo@hotmail.co.uk) |

**The Family Information Group**

Monitoring Form

The Family Information Group aims to be an Equal Opportunities employer. In order to monitor the effectiveness of our equal opportunities policy and procedures, all applicants are asked to complete the following questions. This form will be removed by the Office Manager before your application is sent for short listing and will be kept strictly confidential. This information will not be reproduced in any way that enables individuals to be identified.

|  |  |  |  |
| --- | --- | --- | --- |
| Your full name: | |  | |
| Post applied for: | |  | |
| How did you hear about this vacancy? | |  | |
| Gender (male/female): | |  | |
| Nationality: | |  | |
| Religion or belief: | |  | |
| Age range (circle the right range): | | 16-19, 20 – 30, 31 – 40, 41 – 50, 51 – 60, 61 - 70 | |
|  | | | |
| **Ethnicity** (chose by circling one of the options below): | | | |
| **White**  English  Other British  Irish  Any other White background (please specify) | **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please specify) | | **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background (please specify) |
| **Black or Black British**  Caribbean  African  Any other Black background (please specify) | **Chinese** | | **Other ethnic group** (please specify) |

**Disability**

The Disability Discrimination Act definition of disability: Someone who has a physical or mental impairment, that has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities (at work on a regular basis).

|  |  |
| --- | --- |
| I have a disability (yes/no): |  |
| Please disclose the nature of your disability below (at your discretion): | |
|  | |
| Please detail below what adjustments we need to make for you, if you are short listed to attend an interview: | |
|  | |