

**APPLICATION FOR EMPLOYMENT**

**GUIDANCE**

The following guidance is designed to assist you in the completion of the application form, to enable you the best possible opportunity of being shortlisted for interview.

1. Your application pack should include the following;

* Job Description for the position you are applying for
* Person specification
* Statement on Child Protection
* Self-Disclosure Form – Rehabilitation of Offenders (section I on the application form)
* Outline of Selection Process
* Introduction to DRCS
* Pro-forma Reference Request
* Reference Request Consent Form
* Equal Opportunity and Diversity Form

If you have not received one or more of the above documents, please contact our HR Team at [hradmin@drcs.org.uk](mailto:hradmin@drcs.org.uk)

1. Read through the job description and person specification carefully. Use the information contained in these documents to develop your statement in Section G. Only candidates who can demonstrate meeting our selection criteria will be shortlisted for interview.
2. Please complete all relevant sections of the application form in as much detail as possible to assist us in the shortlisting process.
3. Interview dates are as stated on the role advertisement. Please ensure you are available on these dates should you be shortlisted for interview. Whilst we may be able to accommodate alternative dates in extraordinary circumstances, we cannot guarantee this will be possible.

Should you have any questions associated with completing this application form, please do not hesitate to contact our HR Team at [hradmin@drcs.org.uk](mailto:hradmin@drcs.org.uk).



# Application for Employment

|  |  |  |
| --- | --- | --- |
| **POST** | REFERENCE NO (If applicable) | CLOSING DATE (if applicable) |

Once completed, please return to:

### hradmin@drcs.org.uk

### Section A - PERSONAL DETAILS

|  |  |
| --- | --- |
| **SURNAME** | **FIRST NAME(S)** |
| **ADDRESS**  **POST CODE** | **CONTACT DETAILS**  **Home:**  **Mobile:**  **Work:**  **Email:**  **How do you prefer to be contacted?** |
| **National Insurance Number:** |
| **ELIGIBILITY TO WORK IN THE UK**  **Do you require a work permit?** Yes  No  If Yes, please attach details  **If required, do you hold a valid work permit?** Yes  No  Expiry Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

### Section B - PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| **Employers Name**  **Type of business** | **Job Title:** |
| **Salary:** |
| **Dates employed from:** |
| **Reason for leaving/ wanting to leave:**  N?AN/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ING |
| **Period of notice:** |
| **Please give a brief description of your main duties:** | |

### Section C - EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details of all previous posts you have held, starting with the most recent. A full explanation should be given for any gaps in employment including periods of self-employment. | | | |
| **Date:** | **Employers Name; Address and Type of business** | **Job title and summary of main duties** |  |

### Section D – EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Please list qualifications gained or currently being studied. (If you are appointed we will need to see your original qualifications and / or certificates) | | | |
| **SCHOOL/COLLEGE/ UNIVERSITY** | **QUALIFICATIONS GAINED** | **LEVEL ATTAINED** | **YEAR** |

### TRAINING (vocational and other courses attended)

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE AND CONTENT** | **ORGANISING BODY** | **DATE, DURATION & OUTCOME** |
|  |  |  |

**Section E – PROFESSIONAL MEMBERSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF PROFESSIONAL BODY | LEVEL OF MEMBERSHIP | MEMBERSHIP NUMBER | DATE OF ACCREDITATION OR MOST RECENT RENEWAL |
|  |  |  |  |

#### Section F - PERSONAL INTERESTS

|  |
| --- |
| **Are you related to a member of DRCS’s staff or Board of Trustees?** Yes No   Please give details: |

### Section G - SUPPORTING STATEMENT

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| --- |
| Use this section to tell us why you are suitable for this post. You will need to demonstrate, point by point, how your skills, abilities, experience, and knowledge match those required in the **Person Specification/Job Description**. |

### Section H – REFERENCES

|  |  |
| --- | --- |
| Please provide details of 2 work related referees. The first should be your present, or most recent, employer. If you are applying for your first job after leaving education, please list your school/college Head teacher, tutor or professor. If you are applying for a clinical role, please include your current Supervisor as one of your referees.  We are unable to accept friends or relatives as referees. | |
| **Name:** | **Name:** |
| **Position held:** | **Position held:** |
| **Company name and address:** | **Company name and address:** |
| **How do you know them?** | **How do you know them?** |
| **E-mail address:** | **E-mail address:** |
| **Telephone no:** | **Telephone no:** |
| **Fax no:** | **Fax no:** |

### Section I - REHABILITATION OF OFFENDERS ACT 1974

As part of our commitment to ‘Safer Recruitment’ we require you to complete the following questions as relevant to the position you are applying for. Failure to do so may result in your application being unsuccessful.

**Posts Working with Vulnerable Adults or Children (all clinical posts):**

**Have you ever been convicted of a criminal offence by the courts, cautioned, reprimanded or given a final warning by the police (‘spent’ or ‘unspent’)?**

Yes  No 

**Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

Yes  No 

**Are you disqualified from working with vulnerable adults or children?**

Yes  No 

**General Posts (not directly working with vulnerable adults or children – predominantly Operational or Administration roles):**

**Have you ever been convicted of a criminal offence (‘unspent’ only)?**

Yes  No 

**YOUR OBLIGATION AS AN APPLICANT**: If you ticked Yes to any of the above, you would need to provide further details of offences, penalties, enquiries and dates, together with your name, address, and the job title and reference number of the role you are applying for. These should be posted to the Operations Manager, Derwent Rural Counselling Service, 8 Green Lane, Belper DE56 1BY and marked “Strictly Private & Confidential – To be opened by the Addressee only”.

Any information given will be treated in the highest confidence and will only be considered in relation to an application for a position to which the Order applies. We would like to stress that having a criminal record will not

necessarily prevent you from gaining employment with us but failure to reveal information that is directly relevant to the position may lead to withdrawal of the offer of employment or subsequent dismissal at a later date.

### Section J - DATA PROTECTION

# DRCS undertakes to respect the privacy of the individual and has implemented strict procedures to protect the individual’s rights under the General Data Protection Regulations 2018. By submitting this application form you consent to DRCS holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purposes of efficiently administering DRCS’s business and in order to process your application. Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned. Please note that information supplied to DRCS for the purposes of recruitment may be retained in a confidential file for a maximum period of six months and will be securely disposed of thereafter.

**Section K - DECLARATION**

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| --- |
| **I declare that, to the best of my knowledge and belief, the information provided is correct.**  Please note, that should any information provided on the application form be found to be false or should there be any wilful omission or suppression of information directly relevant to the position, this may lead to the withdrawal of the offer of employment or casual work, or the subsequent termination of your employment or casual agreement.  **SIGNATURE: DATE:** |