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| 4 Ashbrooke Business Park, Parkside LaneLeeds LS11 5SF; Tel: 0113 276 0616 Email: jobs@turninglivesaround.co.uk[www.turninglivesaround.co.uk](http://www.turninglivesaround.co.uk)   |  |

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| JOB APPLICATION FORM |

Turning Lives Around (TLA) is fully committed to safeguarding and promoting the wellbeing of all children, young people and adults. TLA will take all reasonable steps to promote safe practice and protect children, young people and adults from harm, abuse and exploitation.

TLA is committed to equality of opportunity in employment and has designed this form as part of its equal opportunities policy. The information in this application will therefore be the only criteria used to assess whether you will be short-listed for interview. **Please refer to the job description and specification when completing this form.**

**CVs will not be considered**

# Please complete all sections of the application.

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| **APPLICATION FOR THE POST(S) OF:****(Please indicate which post(s) you wish to apply for)** |  |

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| PERSONAL DETAILS |
| Family Name: First Name(s): Home Address: Home Tel No:Work Tel No:Mobile:Email: | Are you related to or in relationship with anyone who works for TLA? If so whom - Name and position  Do you have a driving licence that enables you to drive in the UK? YES/NO Are there any dates you could not attend an interview?If successful, when would you be available for work?Are you required to have a work permit? YES/NOHow did you find out about this post?  |
| REFERENCESReferences will only be requested for the preferred candidates after interview.One must be your current or last employer (if you have one). Your 2nd referee should not be from the same organisation and may be a character reference from someone who knows you in your personal life.  |
| **1. Name:****Address:****Telephone Number:****Email:**Please state relationship between referee and applicant. | **2. Name:****Address:****Telephone Number:****Email:**Please state relationship between referee and applicant. |

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| DETAILS OF CURRENT OR LAST EMPLOYMENT  |
| Position held:Salary: Contract Type: | Date started: Date left (if applicable):Reason for leaving: |
| Employer: Tel No: Address: |
| Briefly describe your duties: |
| DETAILS OF PREVIOUS JOBS, WORK EXPERIENCE OR VOLUNTARY WORK  |
| Most recent first. Please account for any period between leaving full time education and commencing employment and also any period of unemployment which may have occurred between previous appointments. |
| **Name & Address of Employer** | **Date from** **Month/ Year** | **Date to** **Month/Year** | Position held& Main Duties | **Reason for leaving** |
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| EDUCATION, TRAINING & QUALIFICATIONSPlease give information about education & training undertaken e.g. GCSEs, Academic degrees & certificates, NVQs, short course, vocational training. |
| **Education Establishment/ Training Centre**  | **Examinations taken or being studied. Training courses attended** | **Qualification Achieved** | **Month & Year awarded** |
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| LIVED EXPERIENCETLA values applications from candidates who have “lived” experience e.g. homelessness, addiction etc. If relevant, Please explain how your personal experiences would be an asset to TLA.   |
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| REASON FOR APPLYINGPlease tell us why you are interested in this role and how you can demonstrate that you share our values. |
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| **SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND VULNERABLE ADULTS** |
| TLA are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All offers of employment are subject to a Disclosure and Barring Services enhanced check. Having a criminal record will not necessarily bar you from working for us. It will depend on the nature of the position and the circumstances and background of your offences.In discharging its functions TLA is covered by the rehabilitation of offenders action 1974 (exceptions) order 1975 and you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile. |
| Do you have any convictions or cautions? YES/NOAre you currently the subject of any criminal proceedings or police investigation? YES/NOIf yes, please give details: |
| **Date** | **Nature Of Summons/ Charge/ Cautions/ Allegations** | **Court** | **Sentence Or Order** |
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| Have you ever been the subject of a Child Protection Order against you, or have you ever or are you currently being investigated under Child Protection Procedures, or are you a parent/carer of a child who is the subject of a Child Protection Order? YES/NO?If yes, please give details: |
| **GDPR AND DECLARATION** |
| **Data protection**Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998.I hereby give my consent to TLA processing the data supplied in this application form for the purpose of recruitment and selection.**Declaration**I understand that this work is subject to a Disclosure and Baring Service (DBS) check, and I am aware that spent convictions will be disclosed. I hereby confirm I am not excluded from working with children and vulnerable/at risk adults that the information I have given above is true.I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history and that if it is subsequently discovered that I have wilfully or negligently given false information or withheld information. I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing directly or indirectly will be a disqualification.By signing this declaration, should you be the successful candidate you are giving TLA permission to contact your referees.Signature: Date: |

Turning Lives Around Registered Charity No. 515300

Company limited by guarantee number 1790817(England)