**** Children, Youth & Families Worker**

***Application Form***

*Please complete every section of this form by typing in the boxes, saving it using the filename “Myname CYF Worker Application” (where ‘Myname’ is your surname) and attaching it to an email to* [*sue@gatewaychristianchurch.org.uk*](mailto:sue@gatewaychristianchurch.org.uk)*.* ***Please return it by 5pm on Monday 13th May 2024.*** *(NB. there is a word limit in some sections.)*

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| **SECTION 1** | | |  | |  | |  | | |
| Surname | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Christian names | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Title (Mr, Mrs, Ms, etc) | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Address | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Home telephone number | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Mobile number | | |  | | | | | | |
|  | | |  | |  | |  | | |
| E-mail | | |  | | | | | | |
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| **SECTION 2 – PRESENT ROLE** | | | | | | | |
| Current Job/Role Title | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Date you started | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Name of Employer | | |  | | | | | | |
|  | | |  | |  | |  | | |
| Employer Address | | |  | | | | | | |
| Please give a brief description of your present job/role. **Limit 700 characters - approx. 100 words.** | | | | | | | | | |
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| |  |  |  |  | | --- | --- | --- | --- | | **SECTION 3 – PREVIOUS EMPLOYMENT**  Please give details of your working life, with dates **(earliest first)**. Please explain any gaps and give an address for each employer. Also, give a brief description of what you did in each job.  ***[For Sections 3 & 4 there are probably many more lines than you need. They are there to make sure there is plenty of space for every possible applicant. Just use the space you need and leave the rest blank.]*** | | | | | From  *(Year)* | To  *(Year)* | Employer  *(Name, and address, of employer)* | Job Details  *(Job title and nature of work/responsibilities)* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **SECTION 4 – EDUCATION AND QUALIFICATIONS**  Please give details, with dates (**most recent first**)of: | | | | | | | | | | | | |
| **a) Education.** Please give qualification obtained with grades (or class, if a degree). | | | | | | | | | | |
| From  *(Year)* | To  *(Year)* | Institution  *(Name & Address)* | | Qualifications Gained  *(With Grades/Class)* | | | | | | |
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| **b) Other qualifications obtained** (e.g. health & safety, book-keeping, first aid, further study, etc) with dates and details with **most recent first**. | | | | | | | | | | |
| Date Obtained | | Qualifications Gained | | Details of training undertaken | | | | | | |
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| **c) Further Training and Development**  Please list training courses attended, and development activities undertaken, **in the last 5 years** (e.g. first aid, H&S, management, etc) **most recent first**. | | | | | | | | | | |
| Dates | | Details | | | | | | | | |
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| **SECTION 5 – OTHER INTERESTS**  Please give details of any recreational, or other, interests or voluntary work. **Limit 1,200 characters - approx. 200 words.** | | | | | | | | | | | |
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**SECTION 6 – REFERENCES**

Please give the name, role (if appropriate), address, email, and telephone number of two referees **by completing boxes 1 and 2 OR, if your current employer is your church, boxes 2 and 3.**

**1 Name and business name, and address, of your current employer\***

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*\*If your current employer is your church, please jump to box 2.*

**2 Your Church Leader/Minister** *(including the name and address of their church)*

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**3 Someone else who knows you well\*\***

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*\*\*They should not be related to you.*

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| **SECTION 7 – PERSONAL STATEMENT**  **What you write below is very important in helping us to shortlist.** Please use this section to tell us why you are particularly suited to this job with reference to:   * Evidence that you meet our Person Specification and can fulfil the Job Description of this post. * Your Christian faith. * Why you are applying for this particular position at Gateway Christian Church.   **Limit 7,000 characters – approx. 1,000 words.** |
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**SECTION 8: STRICTLY CONFIDENTIAL SAFEGUARDING & RECRUITMENT INFORMATION**

***(This section will be not be seen by the recruitment panel and is only used for safeguarding and checking purposes)***

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and expectations, of the Information Commissioners Office relating to the data privacy of individuals. **All applicants are asked to complete this section in full. It will be separated from the rest of the application before being sent to the recruitment panel.**

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| Former names  *We will need to see birth/marriage certificates*  *or documents regarding a change of name.* |  | | |
|  |  |  |  |
| Place of Birth |  | | |
|  |  |  |  |
| Date of Birth *(DD/MM/YYYY)* |  | | |
|  |  | | |
| How long have you lived at your current address?**\*** |  | | |

**\*IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS FOR LESS THAN 5 YEARS, PLEASE GIVE PREVIOUS ADDRESSES WITH DATES OVER THAT PERIOD:**

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| --- | --- |
| Dates  *(From – To)* | Addresses |
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Have you ever had an offer to work with children, young people or adults with care and support needs declined?

Yes  No  (please tick)

If yes, please give details.

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**CONVICTION HISTORY**

**If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’ below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select ‘No’ below.**

If you have an unspent criminal offence, caution, reprimand, or warning (according to DBS filtering rules\*), please select ‘Yes’ below.

*For exceptions to this legislation or for more information, please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\* - links given below.*

**Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?**

Yes  No  (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s).

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**POLICE INVESTIGATION**

**Have you ever been the subject of a police investigation that didn’t lead to a criminal conviction?**

Yes  No  (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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**To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)?**

Yes  No  (please tick) If yes, please provide details, we will need to discuss this with you.

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**Has there ever been any cause for concern regarding your conduct with children, young people, adults with care and support needs?**

Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes  No  (please tick)

If yes, please give details.

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**DECLARATION**

**To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes** (‘Legalese’ below) **and complete the following declaration.**

I consent to a criminal records check, if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults with care and support needs and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services (Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults with care and support needs and/or the termination of my employment.

I declare that the information given in this application form is true and understand that Gateway Christian Church reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with Gateway Christian Church, if so appointed, I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.

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| --- | --- | --- | --- | --- |
| Signature: |  | | Date: |  |
| Print name: |  | | | |
| If form has been completed electronically, please place an ‘x’ in this box to indicate your consent 🡪 | |  | | |

***\****[*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates*](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

[*https://www.gov.uk/government/publications/dbs-filtering-guidance*](https://www.gov.uk/government/publications/dbs-filtering-guidance)

***\*\****<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**Please see overleaf for legal information and explanations**

**Legalese – attached notes**

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders/Equal Opportunities Policy.

As this post involves working with children, young people and/or adults with care and support needs, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or adults with care and support needs within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults with care and support needs at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

As a condition of employment, we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or adults with care and support needs. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or adults with care and support needs then we would also inform them of any knowledge we have of that individual working in any other capacity with children/adults.

**Notes - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or adults with care and support needs in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Eligibility from: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>