

Application Form



Job Title

Reference (If known)

This data privacy statement explains how we use information we collect, as well as your rights over any personal information we hold about you. I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate and national insurance number to confirm this. (Further details are available from the UK Visas and Immigration website). Can you please provide your consent for copies to be taken and retained which confirm your legal right to live and work in the UK?

Yes

No

Print Name

Date

Please return completed form to:

Recruitment_childrenstrust@sandwell.gov.uk

Sandwell Children's Trust HQ

Wellman Building
Dudley Road
Oldbury
B69 3DL

Personal Information

Title

First name

Middle name

Last name

Contact Information

Email Address

Phone (Home)

Phone (Mobile)

Phone (Work)

House number/name

Address line 2

Address line 3

Town / City

Post code

How did you hear
about this vacancy?

Employment History

Please provide details of your full employment history including any work experience and voluntary work, starting with your current/most recent employer. For safeguarding roles, please ensure your employment history is provided from leaving full time education to present. If there are any gaps in employment, please state the reasons as to why.

Current / most recent employer

Employer Name

Job Title

From

To

Address of employer

Brief details of duties and responsibilities (200 words max)

Salary

Reason for leaving

Notice period required

Previous employment (1)

Business Name

Your Job Title

From

To

Address of employer

Brief details of duties and responsibilities (200 words max)

Salary

Reason for leaving

Previous employment (2)

Business Name

Your Job Title

From

To

Address of employer

Brief details of duties and responsibilities (200 words max)

Salary

Reason for leaving

Previous employment (3)

Business Name

Your Job Title

From

To

Address of employer

Brief details of duties and responsibilities (200 words max)

Salary

Reason for leaving

Previous employment (4)

Business Name

Your Job Title

From

To

Address of employer

Brief details of duties and responsibilities (200 words max)

Salary

Reason for leaving

Previous employment (5)

Business Name

Your Job Title

From

To

Address of employer

Brief details of duties and responsibilities (200 words max)

Salary

Reason for leaving

Previous employment (6)

Business Name

Your Job Title

From

To

Address of employer

Brief details of duties and responsibilities (200 words max)

Salary

Reason for leaving

Education History

Name of school /college / university	Subject / Level	Date completed	Result

Memberships

Association Name	Membership type and number	Expiry date

Training

Course title	Result and awarding body	Completion date

Your National Insurance Number

Are you currently an employee of Sandwell Children's Trust?

Yes

No

If yes, please indicate your employee number

Have you previously worked for Sandwell MBC or Sandwell Children's Trust?

Yes

No

If you have previously been employed by SMBC or SCT, the unit in which you worked will be asked to confirm details of your employment, including your reason for leaving.

If you are appointed to work for Sandwell Children's Trust, do you give permission for your name and contact details to be provided to the recognised Trade Unions in Sandwell?

Yes

No

If you are appointed to work for Sandwell Children's Trust, do you give permission for your first name, surname, and your payroll number to be supplied to Sodexo who are the provider of Sandwell's free Employee Benefits scheme? This information is only used to validate your eligibility to access the scheme and is not used for any other purpose. This information is not passed on to any third parties.

Yes

No

Summary of your skills and experience

Please provide examples of how you meet the essential requirements outlined on the Personnel Specification. You may give examples from your experience in employment, education, voluntary work, or personal life.

References

Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history, then please provide a character reference, which should not be a friend or family member.

It is important to note that failure to provide sufficient referee details will delay the appointment, should you be successful. Try to ensure that you provide official organisation email addresses for referees.

Referee name

Organisation

Job title

Type of reference
(personal/employer/other)

Contact email

Contact Telephone

Address including postcode

Are we able to approach this referee?

Yes

No

Referee name

Organisation

Job title

Type of reference
(personal/employer/other)

Contact email

Contact Telephone

Address including postcode

Are we able to approach this referee?

Yes

No

Declaration

All Trust employees are required to promote and demonstrate the values of good governance through upholding high standards of conduct and behaviour. This includes ensuring that employees of the Trust are not influenced by prejudice, bias, or conflicts of interest. A conflict of interest would prejudice an employee's ability to perform their duties and responsibilities objectively.

As a responsible employer we aim to ensure that any possible conflict of interests are identified at the recruitment stage.

Therefore, are you related to, or in a personal relationship with, any employee currently working for Sandwell Children's Trust, Sandwell MBC, or for a Sandwell School, or to a council member? Yes No

If yes, please explain and specify who they are and your relationship to them:

Their name	Their job title	Your relationship	Their Section / School

Failure to make a proper disclosure, or any form of canvassing may disqualify you for the appointment, and if appointed, could result in dismissal without notice.

Self-declaration of suitability to work in posts requiring a Disclosure and Barring Records Check.

Where the post involves working with children/other vulnerable groups or in a position of trust and where it is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) you must disclose details of all unspent convictions and spent cautions and convictions which are not eligible to be filtered.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

For further guidance on positions that are eligible for a DBS check, see:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

For information regarding filtering of convictions ('protected' offences) see:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

Guidance about whether a conviction Any information given will be treated as confidential and will be requested and considered only in relation to the post to which the Order applies.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please specify below

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England & Wales) Order 2020?

Yes

No

If yes, please specify below

Failure to disclose may result in the withdrawal of your application or dismissal from any job in relation to this form. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 & 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If this post requires a driving licence, please confirm any driving offences below.

Thank you for completing the application form

Please now complete the Equality, Diversity, and Inclusion Monitoring Form by clicking on the link below. We encourage you to provide this information though it is voluntary. The information you provide is confidential and used for monitoring purposes only.

<https://sandwelldeal.co.uk/apply>