

**Position applied for:**

**Family Support Manager**

**Personal information**

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| Last Name :First Name :Maiden Name :(If applicable)Address forCorrespondence : | Title – please specify(e.g. Ms/Mr)National InsuranceNumber :Do you require a work permit to enable you to work in the UK ? ¨ Yes ¨ NoDay time tel :Evening tel :Mobile number :Email : |

Medical history, please give dates and details of any serious illness, operation or disabilities or any current illness of a minor nature

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| Reg. Disabled person ? ¨ Yes ¨ No | Reg. No. |

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| **Qualifications and training**Documentary evidence of qualifications will be required from the successful candidate. |
| Secondary school/college/university/training organisation | From | To | Qualifications obtained (year, subjects and grades where applicable) |
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| **Employment history**Please give details of your present or most recent employment/voluntary work first and work backwards. If you have additional previous employment, please give details on a separate sheet using the same format. |
| Name & address of employer | Post held (detail if more than one in same employment) | Annual Salary | From  | To |
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| **Relevant experience**Please tell us how your experience, skills and qualifications meet the requirements of the job description and personal specification. Please focus your response on the abilities and/or competencies required for the role giving evidence of your experience to date. The information you provide will be the basis for the shortlisting and you may find it useful to refer to the Guidance notes attached before completing this section. |
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| **Notice period**If appointed how soon could you join us? |  |
| **Criminal records, Disqualification & declaration**Are you subject to any current outstanding disciplinary action or legal proceedings ¨ Yes ¨ NoIf yes, please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Have you ever been convicted of a criminal offence (‘unspent’ only)? ¨ Yes ¨ NoIf yes, please give details of any convictions or criminal activities, include nature of offence and sentence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Note : This post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (Exceptions) order 1979. You are therefore not entitled to withhold information about convictions which for other purposes are regarded as ‘spent’ convictions under the provision of the order. Any failure to disclose such convictions could lead to disqualification or dismissal. Any information given will be used only in connection with posts to which the order applies. |

**References :**

Please ensure that you give two references. The first of your references must be your present employer or line manager. If you are unemployed, this should be your last employer, or if this is your first job, your head teacher, college tutor.

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| Reference 1 | Reference 2 |
| Name : |  | Name : |  |
| Job Title : |  | Job Title: |  |
| Organisation /Address (in full) | Organisation/Address (in full) |
| Tel : |  | Tel : |  |
| Email: |  | Email : |  |
| Fax : |  | Fax: |  |
| In what capacity do you know them? | In what capacity do you know them ? |

**Declaration**

In confirm that the information I have given is correct and that any false statements or omissions may render me liable to dismissal without notice.

I understand that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to Whiterock Children’s Centre holding and processing this information.

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_