



CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

For your application to be considered it is essential that you complete ALL sections of this form.

Position applied for:					
Are you seeking	Full time employment			Part time employment	
Where did you see this advertised?					
Have you, or any member of your family or household applied to Pear Tree previously?	Yes		No		
Please state any friends or family employed by Pear Tree:					

Personal Details					
Title		Surname			
Forename/s					
Former name/s					
Address					
			Post Code		
National Insurance Number			Date of Birth		
Home Telephone Number		Mobile Telephone Number			
Email Address					
Do you hold a current, valid, UK driving license?			Yes		No
Is your license endorsed?			Yes		No
If so, please give details:					
Do you have a vehicle which is available for work purposes?			Yes		No
Make		Model		Year	
Do you smoke?			Yes		No
You need to be advised that whilst Pear Tree does not discriminate against smokers, a total no smoking policy is operated, and you may be required to work for long periods of time without being able to smoke.					

Education

Starting with the earliest, please list any school, college, or university attended – please include addresses.	Date From (MM/YY)	Date To (MM/YY)	Qualification and Grade (e.g. GCSE English, 9/A)

Employment

Starting with the earliest, please state your employment history from leaving education. Please explain any gaps in employment, failure to do so may result in your application progress being delayed or declined. Insert extra rows below as necessary.

Employer's name, address and telephone number	Employment Dates (MM/YY)		Job Title	Reason for leaving
	Date From?	Date To?		

Current Employment			
Current employer's name, address, telephone number.		Current job title:	
		Brief description of roles and responsibilities:	
Employment start date:	Employment end date:		

Please list any other relevant experience, either professional or voluntary (insert rows below as necessary):		
Details	From (mm/yy)	To (mm/yy)

Please provide details of any relevant training or qualifications you have completed. Insert extra rows below as necessary.	
Title	Date Obtained

Applications for teaching post, please provide the following information:						
DFES Reference Number		Do you have qualified teacher status?	Yes		No	
Are you prohibited from teaching?			Yes		No	
Are you prohibited from taking part in the management of an independent school?			Yes		No	

Please list any countries you have lived in or worked in abroad. (Certificates of good conduct from relevant embassies or police forces will be required prior to employment.)

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Do you have any court convictions? *

Yes

No

* If so, you should disclose these, including those which may be considered to be 'spent' under the Rehabilitation of Offenders Act. Any such information will be treated in confidence. (A full DBS check will be required on offer of employment). This post is exempt from the Rehabilitation of Offenders Act 1974. *Please include any criminal offence committed in any country in line with the law as applicable in England and Wales, not the law in the country of origin or where you were convicted.

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Have you ever been subject to any disciplinary hearings in your previous employments?

Yes

No

Have you ever been suspended for any reason?

Yes

No

If yes, please give details:

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Are you included on the barring list?

Yes

No

It is an offence to apply for any role within Pear Tree if you are barred from engaging in regulated activity relevant to children.

Have you been disqualified from providing Childcare?

Yes

No

If yes, please provide details

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Are you known to police or children's social care?

Yes

No

If yes, please provide details

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Have you ever been the subject of any police or social services investigation?

Yes

No

If yes, please provide details

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Have you ever had a child placed in the care of the Local Authority, for any reason?		Yes		No	
If yes, please provide details					
Have any of your family or previous partners / lodgers / cohabitees (if any) ever been the subject of a police or social services investigation?		Yes		No	
If yes, please provide details					

Personal Statement

Please indicate how you consider your experience, skills, hobbies or knowledge would support your application
(continue on a separate sheet, if necessary)

How could you as an individual make a valuable contribution to our team and develop a positive relationship with the children in your care? (Continue on a separate sheet if necessary.)

References

We require two references. A reference from a relative, family friend or close friend will not be accepted.

1: Your current or most recent employer		2: Previous employer, OR if applicable where you were working with children or a vulnerable client group, OR a character reference.	
Name:		Name:	
Company Name:		Company Name:	
Company Address:		Company Address:	
Telephone:		Telephone:	
Email:		Email:	
Capacity in which the referee is known:		Capacity in which the referee is known:	

Please advise if any reasonable adjustments are required for the interview process.

Please note that all short-listed candidates will have online searches carried out.

Child Protection Statement

Pear Tree is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Declaration (Please read carefully before signing this application)

1. I declare that the information given on this form is complete and current to the best of my knowledge. I understand that any deception will render me liable to instant dismissal if discovered after my appointment, and possible referral to the police.
2. I understand the need for Pear Tree to seek information about me from other agencies and carry out an Enhanced DBS (Disclosure & Barring Service) with a Children's Barred List Check in respect of my application for employment as that work will include direct contact with vulnerable client groups. I agree with those enquiries being made & for any subsequent checks via the DBS Update Service, as & when required.
3. I can confirm that I am not on List 99 disqualified from working with children, or subject to any sanctions.
4. I confirm I am eligible to work in the UK – please note evidence will be requested

Signed		Date	
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Equality Monitoring Form

Why should you complete this form? Pear Tree Projects Ltd works hard to ensure that people are not discriminated against. The information you give us, helps us to provide fair and equal opportunities. It also helps us to deliver the service that reflects our community. We have a legal duty to ensure that our services are fully inclusive and accessible to everyone. To make that possible we must be aware of your different requirements.

Under the Equality Act 2010 people are protected from unlawful discrimination if they have the following protected characteristics: age, marriage and civil partnerships, race, religion and belief, sex, gender reassignment, sexual orientation, disability and pregnancy and maternity.

The information you give us will help us to adjust based on fact, rather than assumption, and importantly this ensures that money is being spent on the correct things.

It is sensible to feel protective or cautious about disclosing any personal information but feel assured that this information will be used for monitoring purposes only and not for any other purpose. It is completely confidential and any data we hold will be stored separately from any data that could identify you personally.

Date of Birth							
White	British		Mixed multiethnic	White & Black Caribbean			
	Irish			White & Black African			
	Polish			White & Asian			
	Lithuanian			Arab			
	Other, please state			Other, please state			
Asian or Asian British	Indian		Chinese or other ethnic groups	Chinese			
	Pakistani			Philippine			
	Bangladeshi			Vietnamese			
	Nepali			Thai			
	Other, please state			Other, please state			
Black	Caribbean		Gypsy & Traveler	Irish			
	African			Romany			
	British			Other, please state			
	Other, please state						
Any other ethnic or nationality background not listed, please state							
What is your religion or belief?							
None		Christianity		Judaism		Buddhism	
Islam		Hinduism		Sikhism		Other	
What is your relationship status? (*Delete as appropriate)							
Married/Separated *			Civil Partnership				
Single/widowed/divorced *			Live with partner/Other *				
What is your gender identity? (Due to the nature of our organization, we are exempt from the Equality Act 2010)							
Female			Female to Male transgender				
Male			Male to Female transgender				
What is your sexual orientation?							
Heterosexual (people of opposite sex)			Bisexual (people of either sex)				
Gay (both men)			Lesbian (both female)				

Pregnancy and Maternity (The Equality Act 2010 protects women who are pregnant or have given birth within a 26 week period.)		
Are you pregnant at this time?		
Have you recently given birth (within 26 week period)		
Do you consider yourself to have a disability? (The Equality Act 2010 state a person has a disability if they have a physical or mental impairment which has a long term (12 month period) or substantial adverse effects on their ability to carry out day to day activities.)		
Physical impairment (please state)		Sensory impairment (please state)
Mental health condition (please state)		Learning disability or difficulty (please state)
Long term illness (please state)		Other (please state)
To help us measure whether people from all parts of our community are receiving equal treatment, can you please tell us your postcode		
Date this form was completed		