

**Stoke on Trent and District Gingerbread Centre Ltd**

**Maintenance Application Form**

**APPLICATION FORM NO: …….………. (For office use only)**

1. **Personal Details**

|  |
| --- |
| Full Name: Date of Birth: |
| National Insurance Number: |

|  |
| --- |
| Address:  Postcode: Telephone Number:  Email Address: |

**2. Please tell us about your past and/or current employment**

|  |  |  |
| --- | --- | --- |
| Name and address of employer (most recent first) | Position held | Brief details of duties and responsibilities |
|  |  |  |

**3. Criminal convictions**

You will be working in an area with people who are vulnerable. The rehabilitation Act 1974 (exemptions) Order 1975 requires you to declare any criminal convictions whether spent or unspent. The Gingerbread Centre, will complete an enhanced DBS check, prior to commencement of employment. Disclosures will provide details of a person’s criminal record, including convictions, cautions, reprimands and warning held on the National Police Computer. Disclosures will also contain details by the Department of Health and the Department of Education and Skills of those considered to be unsuitable for working with children.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence, other than motoring offences? | Yes |  |  | No |  |

|  |  |
| --- | --- |
| If yes, please specify what offence, and the date of the offence |  |

**4. Please advise us of any experience you have had that will relate to this post.**

**Please relate your answer to the Job Description / Person Specification.**

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| --- |
|  |

**5. Training / Certificates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of any relevant courses (e.g. City & Guilds.)** | | | |
| **Title of Course or Subject** | **Level** | **Result** | **Date Completed** |
|  |  |  |  |

**6. Referees**

**Please give details of 2 people who can provide references,**

**(one should be your current or most recent employer.)**

|  |  |
| --- | --- |
| Name: | Name: |
| Address:  Postcode: | Address:    Postcode: |
| Tel. No | Tel. No |

*The Gingerbread Centre is committed to the safeguarding of children and vulnerable people and therefore referees will be asked whether the applicant has been the subject of any safeguarding concerns.*

*We often take up references before interview; please let us know if there is any reason why you would prefer us not to do this*

|  |
| --- |
| **DECLARATION** |
| I confirm that the information given on this form is true and complete to the best of my knowledge.  Signed: Date: |

**PART FOUR**

The information provided will be kept separately from the application form, will only be used for statistical monitoring and will be kept in confidence. The form will not be shown to the selection panel and will be destroyed after six months.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Birth: |  | | Age: |  |
| Gender: | | Male  Female | | |
| Nationality: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| To which of the following ethnic groups do you consider you belong? | | | |
| WHITE  British  Irish  Any other white background (please state) | | ASIAN OR ASIAN BRITISH  Indian  Pakistani  Bangladeshi  Any other Asian background (please state) | |
| MIXED  White & Black Caribbean  White & Black African  White & Asian  Any other mixed background (please state) | | | BLACK OR BLACK BRITISH  Caribbean  African  Any other black background (please state) |
| Chinese | Other ethnic group (please state) | | |

The Gingerbread Centre is committed to encouraging candidates with a disability to apply for available positions and your response will help us to improve provisions for those less able.

|  |
| --- |
| Do you consider yourself to have a disability? Yes  No |
| If yes, what is the nature of your disability (please give details) |

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate where you saw this vacancy advertised: | | | |
| Gingerbread Website | Indeed Jobs | | VAST website/newsletter |
| Job Centre  Job Centre Website | | The Sentinel  The Sentinel Website | |
| Local Press  (please state) | | | |
| Internet Search  (please state) | | | |
| Other  (please state) | | | |

**Thank you for your co-operation.**

Closing Date for Applications: Sunday 15th September 2019

Please return this form to: **The Administrator**

**The Gingerbread Centre**

**Rothesay Court**

**Furnace Road, Normacot**

**Stoke on Trent**

**ST3 4LY**

Alternatively, return your application via email to: **admin­\_assistant@gingerbreadcentre.co.uk**

If you have not been contacted within 7 days of the closing date, then unfortunately your application has not been successful on this occasion.