**Application for the post of: Children and Family Support Worker**

NB. All sections of this application form MUST be completed and signed by the applicant before this application can be considered. Please do not substitute applications with a CV

Completed, signed applications must be submitted either via email or in paper format via post.

Postal address; The Gateway, 89 Sankey Street, Warrington, WA1 1SR

Email applications to: tiegan@warringtonwomensaid.org.uk

**Completed applications MUST arrive no later than:**

**5pm on 18th October 2024**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

Please complete all sections in typed format or capital letters and black ink.

WARNING

Only applications which contain all the requested information will be considered.

Information in support of your application will not be accepted after the closing date for receipt of applications.

A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

**APPLICATION FOR EMPLOYMENT**

Job applied for:

**Children and Family Support worker**

1. PERSONAL INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Ms/Mrs/Dr |  |  |  |  |  |
|  | Forenames |  |  |  |  |  |
|  | Second name  |  |  |  |  |  |

 |
| ADDRESS FOR COMMUNICATION: PERMANENT ADDRESS (if different from above):EMAIL ADDRESS:  **Please tick this box if you are agreeable to receiving correspondence regarding your application by email instead of by post.** **(Please ensure you regularly check the email address provided).**  |
| TELEPHONE NO(s) Home (please include area Code):  Work (please include area Code):  May we phone you at work? **YES/NO** (Calls to business numbers will be made discreetly). Mob:  |

Notice Requirement

If appointed, how much notice would you require before taking up appointment?

(NB: References will only be requested on behalf of the successful candidate).

**REFERENCES**

Please nominate two people who can provide references, one of whom should be your present / most recent employer.

|  |  |
| --- | --- |
| **1. Present/most recent employer** | **2. Second referee** |
| NAMERELATIONSHIP  | NAMERELATIONSHIP |
| ADDRESSEMAIL TEL NO: | ADDRESSEMAILTEL NO: |

**Declaration**

The particulars given by me in this application are true and accurate to the best of my knowledge and belief.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.0 EDUCATION**

Please provide details of any qualifications you have obtained below. The successful applicant will be appointed subject to evidence provided for qualifications outlined as a requirement for the post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Examining Body  | Level of Qualifications Obtained | Subject and modules studied  | Marks or grade  |
|  |  |  |  |  |

**PROFESSIONAL DEVELOPMENT**

Please provide details of any additional qualifications, training completed (eg in-service courses) and professional memberships which you feel are relevant for the post you are applying for. The successful applicant will be appointed subject to evidence provided for professional development outlined as a requirement for the post.

|  |
| --- |
|  |

**3.0 EMPLOYMENT**

3.1 Present or most recent post

|  |  |
| --- | --- |
| **Job Title** | **Employer & Nature of Business** |
|  |  |
| Current Salary | Benefits, Pension |
|  |  |

Period of Employment

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2 Please describe briefly your main areas of responsibility:

|  |
| --- |
|  |

**4.0 PREVIOUS POSTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **From/To**  | **Name and Address of Employer**  | **Position Held**  | **Main Duties**  |
|  |  |  |  |

**5.0 OTHER RELEVANT EXPERIENCE**

 Please indicate any other experience which is relevant to the post, eg. unpaid work, voluntary activities, representation on committees.

|  |
| --- |
|  |

**The following statements are essential requirements of the post. Please tick to demonstrate your acceptance of the requirements of the post.**

* **I have a current driving licence and access to a car for work purposes (or transport that will fulfil the duties of the post.)**
* **I am willing to be flexible and responsive to the needs of the organisation, including evening and weekend work**

**Safeguarding**

**Please note this post may be a ‘regulated position’ as defined under Safeguarding Vulnerable Groups**

**Is there any reason as to why you would not be suitable to work with children, young people and vulnerable adults? Yes/No**

**Please provide information below to explain any gaps in your employment history.**

**--------------------------------------------------------------------------------------------------------**

**Special requirements**

**Do you have any particular requirements to enable you to attend the interview? Yes/No**

**If yes, please provide details:**

**-------------------------------------------------------------------------------------------------------------**

**Guidance on completing the next section:**

**As part of the application process, you are required to provide specific examples of how you meet the essential and desirable criteria outlined in the Person Specification. This information will facilitate the short-listing process.**

**Separate additional pages will not be accepted as part of the application process. If you do require more space please extend the text boxes provided on the form.**

**Skills and experience.**

**Using the person specification, tell us how you feel you meet the essential and/or desirable qualities necessary to fulfil the role in no more than 3 sides of A4**

|  |
| --- |
| **Skills and experience**  |
|  |