**APPLICATION FOR EMPLOYMENT (CONFIDENTIAL**)

# PLEASE COMPLETE THIS FORM IN WORD OR WRITE CLEARLY IN BLACK INK

**POST: Child, Young Person & Family Counsellor**

**CLOSING DATE: Monday 15th April 5pm INTERVIEW DATE: Tuesday 23rd April**

**Applications to be sent to: sandip@thelauracentre.org.uk**

|  |  |
| --- | --- |
| SURNAME:FORENAMES(S):ADDRESS: | TITLE (Mr, Mrs, Miss, Ms, Dr etc):HOME TELEPHONE:MOBILE NUMBER:EMAIL:We have a legal obligation to ascertain whether you have the right to be employed and work in the UK. (*Note information on documentary evidence (page 9+10)*Are you aware of any restriction on you working in the UK? YES/NO |

**SECONDARY EDUCATION** *(Please detail Qualifications)*

|  |  |  |  |
| --- | --- | --- | --- |
| Level  | Subject | Grade | Year |

# FURTHER EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College/University | Course | Qualification and date obtained | From | To |

CURRENT/MOST RECENT EMPLOYMENT DETAILS

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Post Held | Start date |
| Current Basic Salary | Finish date (if applicable) |
| Period of notice | Reason for leaving |
| Main Duties and Responsibilities: |

**EMPLOYMENT HISTORY** *(Most recent first)* Plus reasons for any break in employment

|  |  |  |  |
| --- | --- | --- | --- |
| To | Previous Employer/work experience/placement | Position Held | Reason for Leaving |

# OTHER RELEVANT EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Organisation/ context | Details: | *Please State**Paid or Unpaid**Post* |

  *(attach additional sheet if necessary)*

**STATEMENT BY APPLICANT**

**Please include**

* why you would like this post
* why you should be considered (refer to person specification)
* any other relevant information to support your application

REFEREES

Please give names and addresses of two referees, including telephone numbers and fax numbers, who can be expected to provide relevant information about your ability to carry out the job applied for. One should be your present or previous employer *(if not currently employed)* and the other your current or recent clinical supervisor.

If you do not wish a reference to be sought prior to interview, please place a cross (X) in the relevant box.

|  |  |  |
| --- | --- | --- |
|  |  |  |

Name & Address …………………………..……. Name & Address ……………………………………

 of Referee ………………………………… of Referee ……………………………………

 ………………………………… ……………………………………

 ………………………………… ……………………………………

 ………………………………… ……………………………………

 Tel No: ………………………………… Tel No: ...…………………………………

 Email Address: ………………………………… Email Address: …………………………………..

 ………………………………… ……………………………………

 Relationship: ………………………………… Relationship: ……………………………………

Please give date when you would be available to start work .............................................................

THE LAURA CENTRE RELATIONS

Are you related to any employee or Trustee of The Laura Centre ? YES /NO\*

 If YES give details:

 \*Please delete as appropriate

………………………………………………………………………………………………………………….

**Declaration**

I understand that The Laura Centre will

* in considering my application, treat the information given in this form in confidence
* not disclose information to any third party without my prior agreement
* retain information for a period of up to a year should I been unsuccessful
* if I am successful and take up a post, retain this information for legitimate business purposes (meaning The Laura Centre’s business as a charity)

I understand my right to request to see all information held about me by The Laura Centre

In signing this form I give consent for the information to be used as above.

I certify that all information which I have provided is correct. I understand that any false information given may result in a volunteer offer being withdrawn.

If I am short-listed I am available for interview on Tuesday 23rd April 2024

I am available to start work on (please give date):

I certify that to the best of my knowledge the information I have given above is correct. I understand that any false information given on this form may render an offer of employment invalid and/or lead to termination of employment.

|  |
| --- |
| **Please indicate below if you require any reasonable adjustments due to a disability or health condition to enable you to attend an interview or which you wish to be taken into account when considering your application** |
|  |

|  |  |  |
| --- | --- | --- |
| Signed | Print Name | Date |
|  |  |  |

|  |
| --- |
| **SUBMIT YOUR APPLICATION INCLUDING EQUAL OPS AND FORM A (pages 7-9)****TO:** The Laura Centre, 4-6 Tower Street, Leicester, LE1 6WSTelephone: 0116 2544341 Website: [www.thelauracentre.org.uk](http://www.thelauracentre.org.uk) E-mail sandip@thelauracentre.org.uk  |

EQUAL OPPORTUNITIES INFORMATION

This page should be completed and submitted with your application form. It will be separated from your application form and the information it contains will NOT be used in deciding whether or not to invite you for interview or offer you employment.

|  |
| --- |
|  Surname: …………………………………… Title (Mr.Mrs.Miss.Ms.Dr.etc) ……………...  Forename(s) ……………………………….. Date of Birth: ………………….. Male/Female Post Applied for: ……………………………………………………………………………………    |

The questions are included on the form so that the Laura Centre can monitor its performance in achieving equal opportunity of employment. The information obtained will be used to further equal opportunities for all and will be treated confidentially.

There is no absolute way of determining any person’s ethnic origin and it is for the individuals themselves to choose the classification with which they most identify. Thus anyone may elect to describe his or her origin in one of several ways and should feel free to do so. However, only one tick should be entered in the available boxes.

ETHNIC ORIGIN

I would describe my ethnic origin as

 Chinese or other

White Mixed Asian or Asian British Black or British ethnic group

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | White British |  | White & Black Caribbean |  | Indian |  | Black Caribbean |  | Chinese |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | White Irish |  | White & Black African |  | Pakistani |  | Black African |  | Other ethnic |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | White Other |  | White & Asian |  | Bangladeshi |  | Black Other |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Mixed Other |  | Asian Other |

If “other” please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISABILITY

To be able to comply with the Disability Discrimination Act 1995,The Laura Centre requires information regarding disabilities that affect individuals’ ability to carry out normal day to day activities. This information will be detached from the application form upon receipt and will not form part of the interview panel’s decision, but it will help us to monitor progress in our Disabilities Policy, the aim of which is to secure for the disabled their full share, within their capability and the Centre’s resources, of such employment as is ordinarily available. The Laura Centre recognises that there are very many different kinds of disability and that the capability to carry out any job cannot be determined until after interview and/or medical assessment.

The Laura Centre gives full and fair consideration to applicants for employment received from disabled persons possessing the appropriate skills or qualifications for vacancies to be filled.

The Laura Centre affords equal consideration for the training, career development and promotion of all disabled employees, and will respond in a positive way to the needs of any member of staff affected by a disability.

Do you consider that you have a disability as defined by the Disability Discrimination Act?

YES/NO\*

\*Please delete as appropriate

If shortlisted, and prior to attending an interview, you will be given the opportunity to request any reasonable adjustments or preparations to be made to enable you to take part in the interview.

DECLARATION FORM A

FITNESS TO PRACTICE / REHABILITATION OF OFFENDERS ACT

AND OTHER USEFUL INFORMATION

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT:** Because of the nature of work you are applying, this post is exempt from the provisions of the above act. Applicants are therefore not entitled to withhold information about convictions, which for other purposes would be regarded as "spent", and in the event of employment any failure to disclose information about convictions will result in dismissal or disciplinary action.a) Have you ever been convicted of a criminal offence, been bound over or received a police caution,  reprimand or a final warning or have you ever been charged with any offence in the UK or in any  other country that has not yet been disposed of? **YES/NO** (delete as appropriate)b) Are you aware of any current police investigation in the United Kingdom or in any other country  following allegations made against you? **YES/NO** (delete as appropriate)**Please note: you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you.**If you answer yes to any of the above questions, please give all relevant details and dates. (Information given will be treated in the strictest confidence). Please continue on a separate sheet if necessary.**(please note you do not need to let us know about parking offences)** |

|  |
| --- |
| Have you ever been dismissed by reason of misconduct from any employment office or other position previously held by you? **YES/NO** (delete as appropriate)If Yes, please give details (Information given will be treated in the strictest confidence) |

|  |
| --- |
| **YOU MUST SIGN AND DATE THIS FORM**1. Have you been or are you currently subject to any fitness to practice proceedings by an

 appropriate licensing or regulatory body in the UK or any other country? **YES/NO** (delete as appropriate)1. Have you been removed from the register or have conditions been made on your registration by a

 fitness to practice committee or the licensing or regulatory body in the UK or in any other country? **YES/NO** (delete as appropriate)I declare that the information I have given in support of my employment is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my employment may be terminated. This applies equally to any medical questionnaire/forms I may complete.Signature .............................................................................…...Date...................................... |

**Asylum & Immigration Act 1996 and Immigration (Restrictions on Employment) Order 2004**

**Information for all Applicants & Appointees**

Please note that under this Act, we are obliged to check that anyone we employ can provide documentary evidence to verify that they have appropriate permission to live and work in the United Kingdom. A list of the documents that will normally be accepted is given below. You are not required to provide documentary evidence ***on application***, this list is for information only. If you are interviewed and offered a post, however, we will need evidence of these documents before we can employ you. If you have any queries about your ability to provide such documentation, please contact Sacha Richardson, Tina Williams or Paula Fowle on (0116) 2544341

**Standard Sources of Documentary Evidence**

Any **one** of the documents included below in **List 1** can be provided to The Laura Centre to identify that you are legally entitled to live and work in the UK.

**LIST 1:**

**A** A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.

**B** A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.

**C** A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.

**D** A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United

Kingdom.

**E** A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.

**F** A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.

**G** An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

**LIST 2**

**List 2** covers the combinations of documents which will provide The Laura Centre with evidence that you are legally entitled to live and work in the UK.

Once you have done this, you do not need to provide any further documents contained in **List 1**.

NB:It is not acceptable to see one document from the first combination and one from the second combination.

*First combination*

**A** A document giving the person’s permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

**Along with the above document you should also provide one of the following documents listed in sections B–H:**

**B** a full birth certificate issued in the United Kingdom, which includes the names of the holder’s parents; **OR**

**C** a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**

**D** a certificate of registration or naturalisation stating that the holder is a British citizen; **OR**

**E** a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR**

**F** an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR**

**G** a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering; **OR**

**H** an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering.

*Second combination*

**A** A work permit or other approval to take employment that has been issued by Work Permits UK.

**Along with a document issued by Work Permits UK, you should also provide one of the following documents listed at B–C:**

**B** a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; **OR**

**C** a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.