Please fill in the spaces below and email

your completed application form to:

[director@northeastwellbeing.co.uk](mailto:director@northeastwellbeing.co.uk)

39a Hencotes

Hexham

Northumberland

NE46 2EW

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| **Post Applied For** | **Link Worker** |
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| **Where did you see/hear about the vacancy?** |  |
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**Personal details**

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| --- | --- | --- | --- |
| Surname:   |  | | --- | |  | | Home telephone:   |  | | --- | |  | |
| Forenames:   |  | | --- | |  | | Mobile:   |  | | --- | |  | |
| Preferred title (e.g. Mr, Mrs, Miss, Ms):   |  | | --- | |  | | Home email:   |  | | --- | |  | |
| Home address:   |  | | --- | |  | |  | |  | |  | |  | |  | | Work telephone no:   |  | | --- | |  | |
| Work email:   |  | | --- | |  | |
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| Do you require a certificate of sponsorship?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | No |
| If yes, when?   |  | | --- | |  |   Yes  No | National insurance number:   |  | | --- | |  |   Yes  No |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1:** (from present or most recent employer)  Name of referee:   |  | | --- | |  | | **Reference 2:** (preferably another employer)  Name of referee:   |  | | --- | |  | |
| Position:   |  | | --- | |  | | Position:   |  | | --- | |  | |
| Name and address of organisation:   |  | | --- | |  | |  | |  | |  | |  | | Name and address of organisation:   |  | | --- | |  | |  | |  | |  | |  | |
| Work email:   |  | | --- | |  | | Work email:   |  | | --- | |  | |
| Telephone:   |  | | --- | |  | | Telephone:   |  | | --- | |  | |
| Please complete details for both referees, (who should not be related to you) and include your most recent employer(s) applicable, and /or your most recent work experience, if applicable. Please give details of head teacher/tutor if a school/college leaver. | *Please note – we reserve the right to contact any previous employer(s) you have listed for reference purposes where relevant.* |

**Present or Most Recent Employment**

Please record all previous employment below, starting with your present or   
most recent employer

|  |  |  |
| --- | --- | --- |
| Job Title: | Present Salary: | Period of Notice: |
| Date Joined: | Date Left: | Reason for Leaving: |
| Name and Address of Current or Most Recent Employer: | | |
| To Which Position do / did you Report? | | |
| Main Duties: | | |

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| **All Previous Employment**  Please record all previous employment below, starting with most recent employer |

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| **Date From** | **Date To** | **Position Held** | **Employer** | **Reason for Leaving** |
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| **Please explain any gaps in your Employment history in the box below (100 words max)** |
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**Voluntary or Community Experience (in addition to employment)**

Please record all voluntary or community work experience, starting with most recent (E.g. Trustee, member of a parent teacher association or mentor)

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| --- | --- | --- | --- | --- |
| **Date From** | **Date To** | **Position Held** | **Organisation** | **Reason for Leaving** |
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**Education, Qualifications and Training relevant to the position you are applying**

Please give details of your education and qualifications obtained. This includes any qualifications that you are studying for now. Primary school details are not required.   
You may be required to prove you have obtained these qualifications.

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| **Date From** | **Date To** | **School / College/ Establishment / Training Establishment** | **Qualification Obtained** |
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| **Please explain any gaps in your Education history in the box below (100 words max)** |
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| **If necessary, please provide any further information to that provided above which explains how you meet the selection criteria detailed in the job description. (250 words max)** |
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**Supporting Statement**

This section is intended to provide us with information regarding your fit for the role as summarised in the job description. As a reminder, they can be summarised as:

* Work as a part of a committed team to deliver positive change for children and families.
* Operate and update a range of databases and computerised case management systems.
* Generate statistical information through case management system for reporting purposes.
* Assist in the effective use and maintenance of the office environment and systems and support the introduction of, and working with, systems to manage these effectively; this will include organising and maintaining comprehensive electronic filing systems and using digital tools

Please state the reasons why you wish to apply for the position and provide evidence demonstrating how you meet the five key components of the role. (500 words max)

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**Criminal Records Disclosure**

**All posts involving direct contact with children and young people are exempt from the Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (as amended).

Applicants applying for the above posts cannot consider any convictions as “spent” for the purposes of this application -except those which, under the DBS filtering rules, should no longer be disclosed, **see DBS Guidance** at:

<https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates>

I confirm that I have…

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| |  | | --- | |  | | No **spent** convictions, cautions,  reprimands, or final warnings. | |  | | --- | |  | | One or more **spent** convictions, cautions, reprimands or final warnings.  Please follow the instructions in section 7 (3) |

*Please note. Any offer of appointment to the above post(s) will be subject to a satisfactory disclosure**from the Disclosure and Barring Service.*

If you have answered **yes** to either of the questions above, please follow the instructions below:

* + On a separate sheet of paper record brief details of the offence(s)
  + Record the date and place of judgment and sentence(s) given
  + Place the sheet of paper into a sealed envelope and attach to your application form.

*This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.*

**Storing your data and your rights**

All information that you have supplied on this form will be stored by Zone West for a period of six months. We store this data to assist us with recruitment at Zone West, and we will only use this data for recruitment purposes. After six months, this data will be destroyed.

You have the right to withdraw consent for us to store your data at any time. You also have the right to access the data we hold on you, and to request that we rectify or delete any data we hold on you. For more information on how we use your data, your rights and how to exercise these please read our full privacy policy at: http://westlondonzone.org/privacypolicy/

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I understand that my personal data will be used by Zone West

in the ways described. I consent to their using this information in this way.

(**Please mark the box with an ‘x’**)

**Applicant’s Declaration**

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with ZW will be made on the basis of the information I have provided. I understand that a false declaration that results in my employment with ZW will render me liable to dismissal without notice.

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| Please mark the box with an **‘x’** to confirm you have read and understood the applicant’s declaration. | |  | | --- | |  | |

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| Signed (Please type in your name)   |  | | --- | |  | | Date   |  | | --- | |  | |