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Description automatically generated

Glebe House, Church Road, Shudy Camps, Cambridgeshire, CB21 4QH.  
Telephone: 01799 584359  
Email: [hr@glebehouse.org.uk](mailto:hr@glebehouse.org.uk)  
[www.glebehouse.org.uk](http://www.glebehouse.org.uk/)  
Registered Charity No. 1124673

**Application for Employment**

**Please return to the HR Department, at the above address or email to** [**hr@glebehouse.org.uk**](mailto:hr@glebehouse.org.uk)**. Continue on a separate sheet, if necessary.**

**POST APPLIED FOR**:Click or tap here to enter text.

**Where did you see the post advertised**?Click or tap here to enter text.

**PERSONAL DETAILS**

**Surname:**Click or tap here to enter text.

**Title:**Click or tap here to enter text.

**Forename(s):**Click or tap here to enter text.

**Previous Names:**Click or tap here to enter text.

**Date of Birth:**Click or tap to enter a date. Required due to legislation around recruitment into care provision.

**Address:**Click or tap here to enter text.

**Postcode:**Click or tap here to enter text.

**Home telephone number:**Click or tap here to enter text. (including dialling code)

**Mobile telephone number:**Click or tap here to enter text.

**Email address:**Click or tap here to enter text.

**APPLICATION**

**Have you previously worked at Glebe House?** Yes or No

**If YES, please give dates and job title:**

**Start date:** Click or tap to enter a date.

**End date:**Click or tap to enter a date.

**Job title:** Click or tap here to enter text.

**Do you know anyone that currently works/has worked at Glebe House?** Yes or No

**If Yes, please give their names and the relationship:** Click or tap here to enter text.

**If applying for a teaching role, please provide your TRN number:** Click or tap here to enter text.

**If you are a registered Social Worker, please provide your Social Worker Registration number:** Click or tap here to enter text.

**When will you be able to commence employment?** Click or tap to enter a date.

**If successful, will this be your only line of work?** Yes or No

**National Insurance Number:** Click or tap here to enter text. (proof of number will be required)

**Are you eligible to work in the UK?** Yes or No

**Do you hold a FULL current UK driving licence?** Yes or No

**If Yes, what date did you pass your driving test?** Click or tap to enter a date.

**Are you a car owner?** Yes or No

**Is your licence clean?** Yes or No

**If No, please give details of any endorsements on your driving licence:** Click or tap here to enter text.

**DISCLOSURE AND BARRING SERVICE (DBS**)

This post will require an enhanced Criminal Records check and therefore you should disclose here if you have been convicted, cautioned, court martialled for any criminal offence. As working at Glebe House is exempt from the Rehabilitation of Offenders Act 1974 all offences should be disclosed. Details of any Court action pending against you should also be given here.Click or tap here to enter text.

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**

Yes or No

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**

Yes or No

**Are you registered with the DBS update service?** Yes or No

**Have you ever lived, worked or travelled overseas, for a period of longer than 3 months (this includes volunteer work, gap years, etc.)?** Yes or No

**If Yes, please give dates and details:**

**Start date:** Click or tap to enter a date. End date: Click or tap to enter a date.

**Details:** Click or tap here to enter text.

**Have you ever been prohibited from working in a school or with young people?** Yes or No

**Disability**

**Do you have a disability that we should take into account during the interview process?**

Yes or No

**If Yes, please give brief details**: Click or tap here to enter text.

**CURRENT EMPLOYMENT**

**Name of Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Employed from:** Click or tap to enter a date.

**Description of work and responsibilities:** Click or tap here to enter text.

**Full or Part-time: Click or tap here to enter text.** If Part-time, hours per week: Click or tap here to enter text.

**Annual salary:** Click or tap here to enter text.

**Notice period:** Click or tap here to enter text.

**Reason for leaving:** Click or tap here to enter text.

**May we approach the above for a reference now?** Yes or No

**If Yes, please let us know**

**Relationship (either Line manager or the HR Manager):** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**May we approach them for a reference now:** Yes or No

**FULL EMPLOYMENT HISTORY**

Please complete showing your last employment first, include any periods of unemployment with dates, explaining any gaps. All roles including secondary employment. Please continue on a separate sheet if necessary. A full C.V. can also be attached to the Application Form.

**Name of Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Salary:** Click or tap here to enter text.

**Reason for leaving:** Click or tap here to enter text.

**Name of Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Salary:** Click or tap here to enter text.

**Reason for leaving:** Click or tap here to enter text.

**Name of Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Salary:** Click or tap here to enter text.

**Reason for leaving:** Click or tap here to enter text.

**Name of Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Salary:** Click or tap here to enter text.

**Reason for leaving:** Click or tap here to enter text.

**EDUCATION AND TRAINING RECORD**

Please continue on a separate sheet if necessary. A full C.V. can also be attached to the Application Form.

**School:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Qualifications obtained:** Click or tap here to enter text.

**School:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Qualifications obtained:** Click or tap here to enter text.

**College:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Qualifications obtained:** Click or tap here to enter text.

**University:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Qualifications obtained:** Click or tap here to enter text.

**Further Education:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Qualifications obtained:** Click or tap here to enter text.

**Formal Professional Training:** Click or tap here to enter text.

**From:** Click or tap to enter a date. To: Click or tap to enter a date.

**Qualifications obtained:** Click or tap here to enter text.

**Membership of Professional Bodies:**

**Membership details and dates:** Click or tap here to enter text.

(Proof of qualifications and training will be required should you be short-listed for interview)

**EXPERIENCE, APTITUDES OR ATTAINMENTS**

With reference to the Job Description for the post, please set out below details of your previous experience, aptitudes or attainments, which you think make you a good candidate for this post.

Please include details of any voluntary work that you have undertaken since leaving school/college or are currently undertaking. You should also include any hobbies or interests that are you currently pursuing, including membership of/affiliation to any club or association.

Please continue on a separate sheet if necessary.

Click or tap here to enter text.

**DATA PROTECTION ACT**

(Please see Data Protection Privacy Notice)

All personal data provided in the application form and during any part of the selection process will be treated as confidential and held under the Data Protection Act 1998 (GDPR May 2018) and the Data Protection Code of Practice on Recruitment.

**DECLARATION**

I confirm that information given in this application is correct and that providing misleading statements or deliberately omitting information may disqualify me from the selection process and also cancel any agreements made between us. If successful, I consent to the verification of any information given in this Application Form. If there are discrepancies, then I will be given an opportunity to make representations regarding these.

**Please confirm that you have read our** [**Safeguarding Policy**](https://df68dfd6-fd71-4386-8ec1-56a3a6680db1.filesusr.com/ugd/ff4c4c_5d21601f08bf49c7afadd1f02c9f2efd.pdf?index=true)**, which is found on the** [**careers page**](https://www.glebehouse.org.uk/careers) **of our website** [**www.glebehouse.org.uk**](https://www.glebehouse.org.uk/)**.** Yes or No

**Name:** Click or tap here to enter text.

**Signed:** Click or tap here to enter text.

**Dated:** Click or tap to enter a date.