

**ART AGAINST KNIVES APPLICATON FORM**

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory references and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of your work or other supporting information unless it is specifically requested.

| **Position applied for:**  **Where did you hear about this role:** |
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| **Personal details** | |
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| Title:  Surname:  Previous Name(s):  Address:  Postcode: | First names:  Date of birth:  National Insurance No:  Home telephone number:  Mobile telephone number: |
| Email address: | |

| **Professional status** |
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| What is your professional status?  Are you registered with a Professional Body? Yes No  If so, which? Membership Number: |

| Are you related to any elected Member of the Board of Trustees / employee of this organisation?  Yes No Don’t know  If YES, please give name of the elected Member / employee: |
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**Education and Qualifications**

| Please give details of **Secondary** and **Further Education** including any “A” levels or equivalent vocational courses | | | |
| --- | --- | --- | --- |
| **Dates (mm/yyyy)**  **From To** | | **College / other institution** | **Qualifications obtained**  **and Grade / Level** |
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| Please give details of any **Higher** Education and equivalent courses | | | | |
| --- | --- | --- | --- | --- |
| **Dates (mm/yyyy)**  **From To** | | **College / other institution** | **Qualifications obtained and Grade / Level** | **Name of Awarding Body** |
|  |  |  |  |  |

| Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application | | |
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| **Dates obtained** | **Qualifications obtained and Grade / Level** | **Name of Awarding Body** |
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**Employment History**

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

| **Present Employment** | |
| --- | --- |
| Job title:  Current salary:  Current Scale (if applicable):  Employed From (mm/yyyy): | Employer:  Address:  Employed To (mm/yyyy): |
| **Please give a brief description of current duties, responsibilities and achievements** | |

| **Previous Employment and Voluntary Experience** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Dates (mm/yyyy)**  **From To** | | **Name of Employer** | **Job title and main responsibilities** | **Paid or**  **Voluntary** | **Reason for leaving** |
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| **If there are any gaps in your employment or education history please explain them here** |
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| **IT skills** | | | | | | | |
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| Please can you tick the relevant boxes that demonstrate your IT skills | | | | | | | |
| **Microsoft Office** | **Basic** | **Competent** | **High** |  | **Basic** | **Competent** | **High** |
| Word |  |  |  | PowerPoint |  |  |  |
| Excel |  |  |  | Databases |  |  |  |
| E-mail |  |  |  | Others |  |  |  |
| Project |  |  |  |  |  |  |  |

| **Referees** |
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| Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (**Note:** If you are not currently working with young people but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.) |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Telephone Number:  E-mail address: |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Telephone Number:  E-mail address: |

Please note that we will only contact referees if you are selected successfully for the post. As part of our reference process in relation to work with young people we will seek information about any past disciplinary issues relating to young people and/or child protection concerns you may have been subjected to. If you have any concerns please contact [recruitment@artagainstknives.com](mailto:recruitment@artagainstknives.com)

| **Cover letter** |
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| Please explain why you want to work for ART AGAINST KNIVES and your interest in this position and outline how your experience meets the requirements of the role.  *(This may be read by some of our young people, staff and the Board of Trustees). Continue on a separate sheet if necessary (maximum of 1000 words).* |
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| **For persons who are not British or EU nationals** |
| If you have any conditions related to your employment please give full details: |

| **Personal Declarations** |
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| The position for which you are applying involves contact with young people and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, “blind-overs”, or any criminal convictions including any that would otherwise be otherwise considered “spent” under the Act.  Have you ever been convicted of any offence or “bound-over” or given caution? Yes/No  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.  I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level. |

| **Declarations – please read carefully** |
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| For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Art Against Knives relating to the subject matter of this form, being processed by them in administering the recruitment process.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and young people nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.  Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please email your completed form to recruitment@artagainstknives.com with the Job Reference number in the Subject.  **If you are not successful for this role, would you be interested in other opportunities within AAK?** |