**BOOKMARK READING CHARITY**APPLICATION FORM

**Please complete electronically and upload to our recruitment portal.**

Bookmark is an equal opportunities employer and it welcomes applications from all sections of society and the communities it operates in. Bookmark is committed to safeguarding and promoting the well-being and welfare of children and young people and requires all individuals who are associated with the Charity, including all Trustees, employees, and volunteers, to share this commitment. Importance is placed by Bookmark on rigorous selection processes.

Incomplete application forms will not be considered. A CV will not be accepted instead of an application form.

For more information regarding our charity, please see our website ([www.bookmarkreading.org](http://www.bookmarkreading.org)).

|  |  |
| --- | --- |
| Post applied for |  |
| Where you first heard about this vacancy e.g. website |  |

**(1) PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Do you require a work permit to work in the UK? | [ ]  Yes [ ]  No If ‘Yes’, do you have a valid permit?[ ]  Yes [ ]  No |

Under the terms of the Asylum and Immigration Act 1996, we are obliged to confirm with you that you

are eligible to work in the UK. We will ask all applicants invited to interview to provide us with

documentary proof of this.

**(2) EDUCATION, TRAINING AND PERSONAL DEVELOPMENT**

Please tell us about all your educational and training achievements, starting with the most recent. Please also include any relevant professional membership/ qualifications. Proof of qualifications will be requested upon offer of employment, where relevant. There is an opportunity to explain any gaps in education, training, employment and/or volunteering (as relevant for your role) within Section (5) of this application form.

|  |  |  |
| --- | --- | --- |
| Qualification | Grade | Dates of study/course |
|  |  |  |
|  |  |  |
|  |  |  |

**(3) PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Current or most recent employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| Salary:  |
| From:  | To: |
| Reason for leaving: |
| Period of notice required to terminate present employment, if applicable:  |

**(4) PREVIOUS EMPLOYMENT**

Please list all previous jobs since leaving school, paid or unpaid. Please use a continuation sheet, if necessary. There is an opportunity to explain any gaps in education, training, employment and/or volunteering (as relevant for your role) within Section (5) of this application form.

|  |  |
| --- | --- |
| Employer’s name and address: | Job title(s): |
| From: | To: |
| Briefly describe your main duties and responsibilities: |
| Reason for leaving: |

|  |  |
| --- | --- |
| Employer’s name and address: | Job title(s): |
| From: | To: |
| Briefly describe your main duties and responsibilities: |
| Reason for leaving: |

**(5) GAPS IN EDUCATION, TRAINING, EMPLOYMENT AND/OR VOLUNTEERING**

Please explain any gaps in education, training, employment and/or volunteering (as relevant for your role) in this section.

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**(6) YOUR MATCH TO THE PERSON SPECIFICATION FOR THIS ROLE**

Please use this section to tell us how you meet the person specification for the role, providing evidence/examples. Please limit this to two sides of A4 paper. Include voluntary work, leisure interests and any other activities that you consider relevant to the post. Shortlisting will be carried out based on a close match between the job description and person specification, with the information on an applicant's application form.

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**(7) ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please add any other information that you feel you have not been able to cover in the application and that supports your application. Please also detail why you would like to work for Bookmark.

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**(8) YOUR REFERENCES**

All offers of employment or volunteering will be subject to the receipt of two satisfactory independent references. One reference must be from your current or most recent employer or deployer (in respect of volunteering), if applicable. If your current or most recent role does/did not involve work with children and young people, but you have worked with children and young people in the past, then the second reference should be from the employer or deployer of that role. Your referees should not be a relative.

|  |  |
| --- | --- |
| Name:  | Name:  |
| Job title:  | Job title:  |
| Organisation:  | Organisation:  |
| Relationship to applicant:  | Relationship to applicant:  |
| Address:  | Address:  |
| Telephone:  | Telephone:  |
| E-mail:  | E-mail:  |
| Contact number:  | Contact number:  |
| May we contact prior to interview?  | May we contact prior to interview? |

**(9) INTERVIEW ACCESS REQUIREMENTS**

Please give details of any arrangements you require when attending interview, including access requirements.

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**(10) DECLARATIONS**

Please note that all successful applicants will be required to undergo child protection screening, as appropriate to the role applied for. This will include checks with past employers and/or deployers and the Disclosure and Barring Service (DBS), as necessary. For example, if the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will be required to complete an enhanced check or an enhanced DBS check against the barred lists. To find out more, visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

Any information provided to Bookmark regarding (a) past disciplinary sanctions; (b) allegations or concerns that relate to the safety or welfare of children or young people, or about an applicant's behaviour towards children or young people; or (c) cautions or convictions, will be discussed and considered in the circumstance of the individual case during the recruitment process.

Bookmark is committed to safeguarding and promoting the well-being and welfare of children and young people and therefore, everyone connected with Bookmark who will come into contact with children must complete and sign the following declaration.

If your answer is ‘Yes’ to any of the following questions, please provide full details via the contact details provided on the first page of this Application Form, ensuring the email subject title or postal envelope is marked “Private and Confidential”.

Do you have any convictions, cautions, reprimands, final warnings or bind-overs (for example, a court has ordered the individual to keep the peace or maintain some kind of good behaviour towards a complainant), relevant to the role for which you are applying?

[ ]  Yes [ ]  No

It is a criminal offence for anyone to seek or accept work in a regulated position knowing that they are barred from working with children; and for an employer to offer work to, or employ, a person in a regulated position knowing that the person is barred from working with children.

Are you barred from working with children?

[ ]  Yes [ ]  No

An offer of employment to successful applicants will be conditional on confirmation that the applicant is not subject to an Order under section 79 of the Charities Act 2016 for their removal/disqualification from a charity. Are you subject to an Order under section 79 of the Charities Act 2016, for your removal/disqualification from a charity?

[ ]  Yes [ ]  No

Have you ever been the subject of a disciplinary hearing by any professional body?

[ ]  Yes [ ]  No

Have you ever been the subject of any allegation, concern or disciplinary process in relation to your contact or care of children by any official body?

[ ]  Yes [ ]  No

Have you ever been dismissed or been asked to leave employment or voluntary activity due to allegations of inappropriate behaviour towards children?

[ ]  Yes [ ]  No

Have you ever been disqualified from working with children?

[ ]  Yes [ ]  No

Providing false information is an offence, and could result in an application being rejected or subject to a summary dismissal (if the applicant has been selected or recruited), and referral to the police and/or the DBS.

I declare that the information provided is correct and agree that it should form the basis of my employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**(11) DATA PROTECTION**

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation 2016/679 (“Data Protection Law”).