**APPLICATION FORM**

Thank you for applying to Jigsaw. Please complete this form in full and return it to our HR Department by email (careers@jigsawtrust.co.uk) or by post (Jigsaw Trust HR Department, Building 20, Dunsfold Park, Stovolds Hill, Cranleigh, Surrey, GU6 8TB). If you have any questions, please contact a member of our HR team by email: careers@jigsawtrust.co.uk, or telephone: 01483 277366.

**Please note that we are unable to accept CVs**

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***STRICTLY CONFIDENTIAL***

**SAFEGUARDING CHILDREN and ADULTS AT RISK**

As part of our standard recruitment procedure, Jigsaw is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

If successful you will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and overseas police checks (if applicable) - the costs are covered by Jigsaw.

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| Position applied for |  |
| Where did you see this position advertised? |  |
| Potential start date *(inclusive of notice period, if applicable)* |  |

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| **SECTION 1:** PERSONAL DETAILS | |
| Title (Miss, Mrs, Mr etc.) |  |
| First name |  |
| Middle name |  |
| Last name |  |
| Known as *(if different from above)* |  |
| Previous surname(s) *(if applicable)* |  |
| Address |  |
| Postcode |  |
| Preferred contact number |  |
| Email address |  |
| Date of birth *\*required for identification purposes & to verify a full education and employment history has been provided\** |  |
| National Insurance Number |  |
| Do you have access to a vehicle? | Please state YES or NO |
| Do you currently have the right to work in the UK? (*You will be required to provide evidence at interview – please include visa status if applicable)* | Please state YES or NO |
| If you have answered NO to the above, please specify your circumstances |  |

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| **SECTION 2:** EDUCATION and QUALIFICATIONS |
| Secondary school education From To |
| Name of school/college  Address |
| Qualifications & Grades |
| Further education From To |
| Name of college/university  Address |
| Qualifications & Grades |
| Postgraduate studies*(including PGCE)* From To |
| Name of college/university/awarding body  Address |
| Qualifications & Grades |

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| **SECTION 3:** EMPLOYMENT HISTORY - Current/most recent employment  *Please give details of periods of employment showing your current or most recent position first. Any gaps in your employment and/or training and education history will be explored with you if you are called for an interview.* | |
| Position held | Dates  From To  *(if applicable)* |
| Employers name & address | Present salary & benefits |
| Brief description of main duties | |
| Reason for leaving | |

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| EMPLOYMENT HISTORY - Previous Employment *Please include periods when working abroad, if applicable* | | | |
| Employers name & address | Position held | Dates | Reason for leaving including salary & benefits |
|  |  | From  To |  |
|  |  | From  To |  |
|  |  | From  To |  |

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| PERIODS NOT ACCOUNTED FOR *Please give details of any periods that you have not accounted for since leaving secondary education (eg time spent with caring responsibilities, time unemployed, living abroad, career break)* | | |
| From (mm/yyyy) | To (mm/yyyy) | Reason |
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| PROFESSIONAL DEVELOPMENT *Please give details of any courses you have undertaken, not detailed above.* | | | |
| Course title | Course provider | Dates attended  From & To (mm/yyyy) | Qualification/award |
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| MEMBERSHIP OF PROFESSIONAL BODIES *Please give details of relevant professional bodies to which you belong* | | |
| Name of professional body | Membership status | Date membership commenced |
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| **SECTION 4:** SUPPORTING STATEMENT *You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary.* |
| Please ensure you refer to the job description and competencies including:   * The reasons why you are applying for this post; * Personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interest or activities. |
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| **SECTION 5:** REFERENCING *References will only be sought for shortlisted candidates* | |
| * Referee 1 must be your present or most recent employer. * Referee 2 must be an employer where you have been working with children or vulnerable adults where possible or your second most recent employer. * If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal. * We are unable to accept personal character references or open references therefore please do not name relatives or people acting solely in their capacity as friends, as referees. * Private email addresses will not be accepted for employment or educational referees.   Should you be shortlisted, prior to your interview other previous employers may be approached for information to enable us to verify details on your application form such as particular experience or qualifications.  Information concerning the following will be requested from your referees:   * Dates of Employment * Capacity of Relationship * Applicant's position * Applicant's job responsibilities * Disciplinary record * Reasons for leaving employment * Any concerns about the applicant working with children or vulnerable adults | |
| **It is Jigsaw’s policy to seek references prior to interview** | |
| **Referee 1**  Do you have any objection to a reference being taken prior to interview? *(state Yes or No)*  Referee name  Job title  Phone number  Email address  Name & address of organisation (inc. postcode) | **Referee 2**  Do you have any objection to a reference being taken prior to interview? *(state Yes or No)*  Referee name  Job title  Phone number  Email address  Name & address of organisation (inc. postcode) |
| In what capacity do you know this referee (eg. line manager, colleague, CEO etc.) | In what capacity do you know this referee (eg. line manager, colleague, CEO etc.) |
| If you are known to this referee by any other name please give details | If you are known to this referee by any other name please give details |

Please continue to the next page

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| **SECTION 6:** DECLARATIONS |
| Are you related to, or do you have a close personal relationship with a member of staff, pupil, Trustee or Governor of Jigsaw? *(please state Yes or No)*  If ‘Yes’ please provide his/her name and role and state your relationship with this individual  Name  Role  Relationship |

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| DATA DISCLAIMER |
| The information you give when completing your application form will be used in accordance with the Data Protection Act 2018 to enable the organisation to:   * Create an electronic and paper record of your application * Compile statistics or to assist other organisations to do so   The information will be kept securely and will be kept no longer than necessary.  By signing this Application Form, you agree that:   * This information will be kept for the duration of the recruitment process. Information pertaining to unsuccessful applicants will be held for a maximum period of one year. * Should you be employed, this information will be kept for the duration of your employment and for a period of time following this.   You have the right to request a copy of the data held on you – requests to review the data we hold on you can be made in writing to the HR Department. |

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| YOUR SIGNATURE |
| * I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. * I give my consent for the personal data supplied to be used for the purposes of recruitment and selection (including obtaining references) and for Jigsaw to send me general updates/marketing material during this time.   Please note: If your application is unsuccessful and another suitable vacancy arises within 6 months of your original application, and which we think might suit your skills and experience, we may contact you to make you aware of the vacancy.  SIGNATURE OF APPLICANT ………………………………………………………….  DATE ………………………………………………  Electronic applications: if you are shortlisted and called for an interview you will be asked to sign your Application Form at that interview.  Only shortlisted applicants for interview will receive further notification from our HR Department. |

**EQUALITY and DIVERSITY MONITORING**

**THANK YOU FOR YOUR APPLICATION**

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In accordance with the Equality Act 2010, Jigsaw does not discriminate again race, sex, disability, age or other protected characteristics.

In order to monitor the effectiveness of Jigsaw’s Equality Policy and recruitment procedures we ask that all applicants complete this form and return it with their application.

Please highlight whichever applies. *If you prefer* not *to provide certain information, please do not highlight.*

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| --- | --- |
| Gender | Age |
| Female  Male  Transgender | 16-25  26-35  36-45  46-55  56-65  66+ |
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| Disability |
| Do you consider yourself to have a disability? Please state YES or NO  Jigsaw welcomes applications from disabled people. Please indicate here if there is anything we need to do or to take into consideration to ensure that the recruitment process is fair in relation to a disability. Candidates who are invited to interview will be asked in the invitation email if they require any adjustments to be made to the interview or other selection activities. |

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| Ethnicity *please highlight ONE category – these categories are based on the population census* | |
| White  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Any other White background *(specify if you wish)* | Asian, Asian British  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background *(specify if you wish)* |
| Mixed/Multiple ethnic groups  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed /Multiple ethnic background   *(specify if you wish)* | Black, African, Caribbean, Black British  African  Caribbean  Any other Black/African/Caribbean background   *(specify if you wish)* |
|  | Other ethnic group  Arab  Any other ethnic group *(specify if you wish)* |
| Please note that a member of the HR Department NOT involved in the recruitment and selection process will collate this form and data.  We will use this information to ensure that we are adhering to Jigsaw’s ‘Safe Recruitment & Equal Opportunities in Employment’ policies. | |