



Applicant Number Official Use Only	
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Employment

Application Form

(for posts that are not exempt from the Rehabilitation of Offenders Act 1974).
 The post you are applying for is **NOT EXEMPT** from the Rehabilitation of Offenders Act (1974). This means that you are not required to give details of any ‘spent’ convictions. However, you will be required to give details of any unspent convictions. This will include, convictions for which the rehabilitation period has not been completed or convictions which are excluded from the Act (i.e. never spent). If you are unsure about any matter, please contact Lambeth Recruitment Services.

Please complete the declaration in Section F of this form.

How to fill in this form

- ◆ Read all the information and guidance notes before you complete this application form
- ◆ Type or write neatly in black ink, as this form will be photocopied
- ◆ We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know
- ◆ Do not attach a CV, as the Council will not consider it
- ◆ Answer all the questions
- ◆ Do not write on the back of pages, if necessary continue on a separate sheet if you do not have enough room for your answers

*Please return this application with 2 passport sized photos and the signed Conditions of Licence to:
 Child Employment Team, London Borough of Lambeth, PO Box 734, Winchester SO23 5DG*

A Job Applied For

Position Title:

LAMBETH CHAPERONE

Department:

LAMBETH CHILD EMPLOYMENT

Full Name:

B Personal Information

Title: Ms. Miss Mrs. Mr. Other:

Surname: Forenames:

Previous Surname (if applicable): Known as/preferred name (if different from above)

National Insurance number:

DFEE or GSCC number (if applicable):

Address: Post Code:

Telephone No.: Day: Evening:

E mail address:

May we contact you during the day? Yes No

Do you require a work permit? Yes No

Do you have a current driving licence? Yes No

Have you had an Enhanced DBS check in the last 18 months? Yes No

Have you been licenced as a chaperone before? Yes No

If Yes, please provide the following
Name of borough who issued licence:
Licence expiry date:

Are you:
A current Lambeth Employee A former Lambeth Employee
Working for Lambeth through an agency Never worked for Lambeth

If a current or former Lambeth employee, please provide dates and post(s):

Are you related to a Member or Chief Officer of the Council? Yes No

If Yes, please give details:

C Employment History

Please list in order (the most recent first), the organisation(s) you have worked for full and part time, including any relevant voluntary or unpaid work over the last 10 years (where available). Please include ALL periods of unemployment.

Employers name and address	Dates of employment (with month/year)		Job Title and Salary	Reason for Leaving
	From	To		
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	

Please continue on a separate A4 sheet if necessary.

D Training and Development

Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained, for example 'First Aid Certificate'

Activity	Dates	Qualifications

Please continue on a separate A4 sheet if necessary.

E Personal Statement

Please explain how you meet the points on the person specification, and what makes you suitable for this job. Ensure that you itemise your responses so that you can demonstrate how your knowledge, experience, skills and abilities meet the requirements of the person specification. This is a very important part of the information you supply to us.

[Empty response area for the personal statement]

Please continue on a separate A4 sheet if necessary.

F Rehabilitation of Offenders Act (1974)

Please read the guidelines on applying for a post before you complete this section.

The post you are applying for is not exempt from the Rehabilitation of Offenders Act (1974). This means that you are not required to give details of any 'spent' convictions

You will be required to provide Lambeth Council with details of all current unspent and or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence. Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

It should be noted that a Criminal Record will not necessarily prevent you from being employed at Lambeth Council.

If you are unsure about any matter, please contact the relevant manager or Human Resources Officer (see the covering letter in the recruitment pack).

You are required to complete the following declarations:

I am applying for a post which is not exempt under the terms of the rehabilitation of Offenders Act 1974 and:

I have 'unspent' conviction(s) and or pending cases, cautions, bind-over orders, reprimands and final warnings, details of which I am sending under separate cover:

I do not have any 'unspent' conviction(s) and or pending cases, cautions, bind-over orders, reprimands and final warnings.

Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

Signed:

Date:

G References

Please provide the following information for at least two referees. One of the referees should be your current or most recent employer. References must cover a minimum of the last **three** years. If you have not been employed before, please give details of teachers/ lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used.

Name: Current/ most recent employer

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager

 Other

Previous Manager

Name: Preferably another employer

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager

 Other

Previous Manager

Please note, references will only be taken up after the interview process has been completed

Declaration

I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

Signature:

Date:

Please Note: This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

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This form is separated from the main application form and will not be provided to the interview panel. Your answers will be treated in the strictest confidence. The information you provide will only be used for monitoring purposes and to assist us with improving our recruitment process to ensure we are reaching all sections of the community. How you complete this form has no connection to the evaluation of your application in any way.

Position Title	
Position Ref. Number	

Sex:	<input type="checkbox"/> Male	
	<input type="checkbox"/> Female	

ABOUT YOU	What is your ethnic group? Please choose one selection from (a) to (e) and then tick the appropriate box to indicate your cultural background.
(a) White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other. Please specify: _____
(b) Dual Heritage	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other. Please specify: _____
(c) Asian	<input type="checkbox"/> British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other. Please specify: _____
(d) Black	<input type="checkbox"/> British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other. Please specify: _____
(e) Chinese or Other	<input type="checkbox"/> Chinese <input type="checkbox"/> Other. Please specify: _____

ABOUT YOU	Do you consider yourself disabled?		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

ABOUT YOU	Please select your age group				
16 - 19 <input type="checkbox"/>	20 - 29 <input type="checkbox"/>	30 - 39 <input type="checkbox"/>	40 - 49 <input type="checkbox"/>	50 - 59 <input type="checkbox"/>	60 and over <input type="checkbox"/>

ABOUT YOU	How would you describe your sexual orientation? Please tick one box only.		
Heterosexual/straight	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

ABOUT YOU	What is your faith / religion / belief? Please tick one box only.		
Agnostic	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Other. Please specify	_____
Hindu	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

How did you find out about this vacancy? (Please give the name of the newspaper/journal/website).

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