

**Benecare Children's Services, 113A St Johns Hill, Sevenoaks, Kent. TN13 3PE**  
**Tel: 01732 740088**

# Application Form

Please print carefully in black ink and return to the address above

## Section 1: Personal Details

Title:	Surname:
Previous Surnames (if any):	
Forenames in Full:	
Address:	
	Postcode:
Telephone Numbers: Home:	Mobile:
Email:	
Next of kin to be notified in case of emergency:	Name:
Address:	
	Postcode:
Relationship to you:	Telephone Number:
Mobile Number:	Work Number:
National Insurance Number:	
Disclosure and Baring Service Certificate No.	
Do you hold a current driving license? YES/NO	
If yes, is it a clean license? If not please give details:	
Do you have a car available to you?	

## Section 2: Position and Availability

Position applied for:
Notice Period:

## Section 3: Right to work in the UK

I confirm that I am entitled to work in the UK on the following basis:	Tick below
EU Citizen	
Right of abode in UK	
Permit free visa / Student visa	
Spouse of EU citizen	
If entitled to permit free status or student visa please state expiry date:	

## Section 4: Your educational background and qualifications

### Education

School	From		To		Qualification
	Month	Year	Month	Year	

### Further Education

College / University	From		To		Qualification
	Month	Year	Month	Year	

### Other Training

Examining Body	From		To		Qualification
	Month	Year	Month	Year	

### Leisure Activities / Hobbies

--

**Section 5: Your employment / Voluntary experience**

**Please enter all previous employment or voluntary work starting with the most recent first.  
Please do not leave any unexplained gaps.  
Use a separate sheet if necessary.**

Employer Name And Address	Position	From		To		Grade/ Salary	Reason For Leaving
		Month	Year	Month	Year		


**Section 6: Referees**

Please give the names of two people, including your present or most recent employer, whom we may approach for a professional reference. (Not family or friends)

Name:	Position:
Address:	
	Postcode:
Telephone Number:	Can we contact at this stage: YES / NO

Name:	Position:
Address:	
	Postcode:
Telephone Number:	Can we contact at this stage: YES / NO

**Section 7: Rehabilitation of offenders act 1974**

By virtue of the rehabilitation of offenders act 1974 (Exceptions Order 1975) (All candidates)  
The rehabilitation of offenders act 1974 permits persons in certain circumstances to ignore offences committed in the past when asked the details of previous convictions.  
These convictions are known as spent convictions. However the exceptions Order 1975 states that staff caring for the young, the old, the sick and the handicapped are not allowed to withhold details of any offences for which they have been convicted however long ago these convictions were served.

Have you ever been convicted of a criminal offence? YES / NO

If you answered yes to the above please list below any offences for which you have been convicted regardless of the seriousness of the offence or how long ago the conviction was served


**Section 8: Professional misconduct**

Have you ever been the subject of Professional misconduct proceedings or suspension from an employer, or are such pending or threatened against you? YES / NO

If yes please give details:


**Section 9: Declaration**

**I declare that the information I have given in this application is correct.**

**Signature:**

**Name:**

**Date:**

## Section 10: Personal Specification

Please read the Job Description and Specification and using the space below demonstrate how you would meet this. (Please record your name on any additional sheets used).