**Application / Registration Form**

**Post applied for: SEND Assistant (Self-Employed Freelance Position)**

**Personal details** *(please complete by hand or electronically)*

|  |  |
| --- | --- |
| Full name: | |
| Address:  Postcode: | Daytime contact number:  Home telephone number:  Email:  Date of birth: |
| National insurance number: | |
| Do you have a valid DBS certificate? |  |

**Employment history**

Please give details of your current or most recent employment first. Include paid and voluntary work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start / end date** | **Employer name and address** | **Job title** | **Nature of work** |
|  |  |  |  |
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|  |  |  |  |

*Continue on a separate sheet if necessary.*

**Education, training and development**

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start / end date** | **University, college, school or training establishment** | **Qualification or course details** | **Grade** |
|  |  |  |  |

Personal statement

Please state why you think you are suitable to work with our clientele, your relevant experience and any other information you feel is relevant. This is the most valuable part of the registration so continue on an additional sheet if necessary.

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|  |

**References**

Please give the contact details of two people who are willing to provide references regarding your suitability for the post. One must be your current or most recent employer.

|  |  |
| --- | --- |
| **First referee: Present / most recent employer** | **Second referee** |
| Name:  Address:  Email:  Telephone:  Relationship to applicant: | Name:  Address:  Email:  Telephone:  Relationship to applicant: |

### Can we approach your referees prior to interview? Yes / No

**Criminal convictions**

Due to the nature of this post and the law relating to it, this post is exempt from the Rehabilitation of Offenders Act. You must disclose all criminal convictions, cautions, court orders, reprimands, warnings or pending cases. It is a condition of any subsequent employment that you have done so. Failure to disclose any such information could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. Support In The Community Ltd will only take into account when considering your application those convictions, cautions, court orders, reprimands, warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS disclosure for a regulated activity being obtained for the successful applicant which is satisfactory to Support In The Community Ltd. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

**Declaration**

I have read and understood the above statement. If I have any convictions, cautions or pending cases to declare I will supply details of them at the time of application to Out of School Club at the address shown below:

I further certify that the information contained on this application form is accurate and true

**Signed:** …………..……………………………………………………………………… **Date:** …………...…………

Thank you for your application.

Please return this form to info@supportinthecommunity.com

The closing date for applications is ongoing. Interviews will be held virtually and will be planned on an individual basis.

If you receive no further communication within 6 weeks of application, please assume that your application has been unsuccessful. Thank you for your interest in the post.

***Privacy notice:***

*The personal information that we collect about you is used only to process your job application and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.*

*Your information is kept secure during the selection process. We will use the contact details you give us to contact you in connection with your job application.*

* *If you are not invited for interview your personal data will be erased within 14 days of the application closing date.*
* *If you are invited for interview but not selected for the position, your personal data will be erased within 28 days of the interview date.*

*However, if you would like us to keep your application form on file for the next 12 months in case a suitable position becomes available, please tick this box. ⬜*

* *If your job application is successful, this application form and other information relating to your appointment will be kept in your staff file for the duration of your employment.*