



Application for Employment

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures and would ask that you ensure you complete all sections of the application form.

Which roles are you interested in (please tick)	Weds & Friday Term Time <input type="checkbox"/> Weekday evenings (1-2 nights) <input type="checkbox"/> Saturday Mornings <input type="checkbox"/> Saturday Afternoon <input type="checkbox"/> Holiday Club <input type="checkbox"/>
Where did you hear about this position?	

Personal details

Title:	
Family name/Surname:	
Preferred Surname (if different):	
Previous Surname:	
Forename(s):	
Home Address:	
Postcode	
Email address:	
Preferred contact telephone number:	
Alternative telephone number:	
National Insurance Number:	
Notice period, or date when you would be available to start work:	

Notes for candidates

1. All sections of the application form must be completed. Incomplete applications will not be accepted.
2. Rama Life is committed to the protection of children, young people and adults who access our services. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.
3. Additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form.
4. You are welcome to attach a letter in support of your application
5. In completing this application form you should refer to the Recruitment Privacy Notice at the end of this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which will be issued on appointment. Rama Life undertakes that if it needs to use the information for any other purpose, it will not do so without having first obtained your consent, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 14 days from the shortlisting date, in accordance with the Recruitment Privacy Notice.
6. Rama Life has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report.
7. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
8. This post requires a criminal background check via the Disclosure Procedure.
9. Rama Life is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.
Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filtering_guide_v2.3.pdf
Further information can also be found on the Nacro <https://www.nacro.org.uk/criminal-record-support-service/>
10. You will be required to disclose, when shortlisted for an interview, all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by Rama Life and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken. During the course of your employment with the Rama Life, should you be arrested by the police you are obliged to notify the Managing Director of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.
11. Rama Life strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, and sexual orientation.
12. Canvassing of our employees, Directors or Members, directly or indirectly, will disqualify your application. Also, if you fail to declare any relationship with an employee, Director or Member of Rama Life, your application may be disqualified and, if appointed, you may be dismissed without notice.
13. Please return your completed application form via email to info@ramalife.co.uk. You can do this by editing the form or by printing it, completing it by hand and sending a clear photo/scan.

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.

Education and Training (continue on separate sheet if necessary)			
Name of Secondary School, College, University or training establishment	Qualification or course details	Grade	Year obtained

Continuing Professional Development (continue on separate sheet if necessary) <i>Include short courses, First Aid, Computer Skills and other CPD</i>			
Name of institution	Qualification or course details	Grade (if applicable)	Year obtained

Employment history

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

Employment and experience				
Please ensure you include all work history and explain any gaps in your work history since you left education (eg unemployment; career breaks; voluntary work; travel etc)				
Dates		Employer name and address or reason for gap in employment	Job title, duties and responsibilities	Reason for leaving
From MM/YY	To MM/YY			

Your supporting statement (continue on separate sheet if necessary)
<p>Please state why you think you are suitable for this job. Tell us about yourself, your key competencies, knowledge and skills. Give examples where appropriate and ensure that you address the points covered in the job description. You should include experience and achievements both in and out of work. Continue on an additional sheet if necessary.</p>

Safeguarding children, young people and vulnerable adults (continue on separate sheet if necessary)

We are committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

References

Please provide TWO references. Do not use friends or relatives. One of the referees must be your present/most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees.

If any of your previous roles (paid or voluntary) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to an child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact the school you are applying to.

Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

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

I confirm that I am happy for Rama Life to contact the two referees I have provided in order to obtain references. I understand that I can withdraw my consent at any time by contacting Rama Life on info@ramalife.co.uk

Signed:

Date:

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, final warnings or pending cases that would not be filtered in line with current guidance. 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. RAMA LIFE will only take into account when considering your application those convictions, cautions, court orders, reprimands, final 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 RAMA LIFE. 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 RAMA LIFE at the address shown below:

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

Signed:

Date:

Please return this form to info@ramalife.co.uk

For the closing date and interview dates, please see the job advert on our website: www.ramalife.co.uk/staffvacancies

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

Recruitment 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 shortlisting 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. Full details will be given in the **Staff Privacy Notice** when you commence your employment with us.*