

**Thank you for applying for a position with Sparkle!**

The information requested in this form is important in assisting us to assess your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application but can be included to supplement the application form.

**Section 1: Post Details**

|  |  |
| --- | --- |
| **Job title of applied post:** |  |
| **Where did you see the vacancy?** |  |

**Section 2: Personal Details**

|  |  |
| --- | --- |
| **Forename(s):** |  |
| **Surname:** |  |
| **Address & postcode:** |  |
| **Contact number:** |  |
| **E-mail:** |  |
| **National Insurance Number:** |  |

|  |  |  |
| --- | --- | --- |
| **Do you require a permit to work in the UK?** | **Yes** | **No** |

Sparkle operates under the positive about Disabled People Scheme and applications from people with disabilities are welcomed by Sparkle. This scheme guarantees an interview to people with disabilities if they satisfy the essential criteria for the post.

**Declaration**

|  |  |
| --- | --- |
| **I have a disability and wish to be given a guaranteed interview under Sparkle’s commitment to the Positive about Disabled People Scheme.** | **Does this apply to you?** |

**Section 3: Education & Training**

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| --- | --- | --- | --- |
| **Schools, colleges, training centres attended**  **(most recent first)** | **Name of qualification** | **Graduating/**  **Completion date** | **Grade/level/result**  **(Please state if achieved or predicted grade)** |
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**Section 4: Present Employment**

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| --- | --- | --- | --- |
| **Present/most recent employer name & address:-** | | **Name:**  **Address:** | |
| **Date from:** |  | **Date until:** |  |
| **Job title & description of duties/responsibilities:-** | | | |
|  | | | |
| **Why did you want to leave?** | |  | |
| **Did you supervise any employees?** | |  | |
| **Annual salary & other financial benefits:** | |  | |
| **Supervisor job title:** | |  | |
| **Notice period:** | |  | |

**Section 5: Previous Employment**

***Employer 1***

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employer name & address:-** | | **Name:**  **Address:** | |
| **Date from:** |  | **Date until:** |  |
| **Job title & description of duties/responsibilities:-** | | | |
|  | | | |
| **Why did you want to leave?** | |  | |
| **Did you supervise any employees?** | |  | |
| **Annual salary & other financial benefits:** | |  | |
| **Supervisor job title:** | |  | |
| **Notice period:** | |  | |

***Employer 2***

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employer name & address:-** | | **Name:**  **Address:** | |
| **Date from:** |  | **Date until:** |  |
| **Job title & description of duties/responsibilities:-** | | | |
|  | | | |
| **Why did you want to leave?** | |  | |
| **Did you supervise any employees?** | |  | |
| **Annual salary & other financial benefits:** | |  | |
| **Supervisor job title:** | |  | |
| **Notice period:** | |  | |

**\*Please use a separate sheet if you would like disclose more than two previous employers.**

**Section 6: Professional Bodies memberships’**

|  |  |  |
| --- | --- | --- |
| **Professional Body:** |  | |
| **Membership Grade:** |  | |
| **Examination Taken?** | **Yes** | **No** |
| **Date achieved:** |  | |

**Section 7: Other relevant information & experience**

*The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post, relating your skills, experience, personal qualities and training you have received to the requirements of the job which are contained in the job description. (If you require more space, please attach a separate sheet)*

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**Section 8: Miscellaneous**

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| --- | --- | --- |
| **Are you related to an employee or trustee of Sparkle?** | **Yes** | **No** |
| **If yes, please let us know who they are and your relationship:** | | |
| **Name(s):**  **Relationship:**  **N/A:** | | |
| **Have you ever been convicted of a criminal offence?** | **Yes** | **No** |
| **If yes, please provide us with the details (including dates):** | | |
| **Offence:**  **Date:**  **N/A:** | | |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 & Police Act 1997**

The post you are applying for will be subject to a Disclosure and Barring Clearance (DBS) and Independent Safeguarding Authority – Children barred list check. You will be required to reveal any convictions, bind-over orders or cautions, including those which would normally be regarded as spent.

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| --- | --- |
| **Please confirm that you have read the above statement** |  |

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| **Do you hold a valid UK driving licence?** | **Yes** | **No** |
| **If you have a licence, but it is non-UK, please specify:** |  | |
| **If you have any driving endorsements and/or penalty points, please give us details:** | | |
| **Details:**  **N/A:** | | |

**Section 9: References**

Please give the names of two persons to whom reference may be made in respect of your application. The first should be from your current or last employer. Sparkle requires references to be supplied from all previous employers over the past 3 years. Please supply the names of additional references on a separate sheet.

Referees are only contacted if candidates are given a conditional offer of appointment. Sparkle reserves the right to contact any previous employer.

***Reference 1***

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Position:** |  | |
| **Address (including postcode):** |  | |
| **E-mail & Telephone:** | **🖃 -** | 🕻 - |

***Reference 2***

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Position:** |  | |
| **Address (including postcode):** |  | |
| **E-mail & Telephone:** | **🖃 -** | 🕻 - |

**Section 10: Declaration**

I declare that the information given in this application is complete and true, that I have not canvassed (either directly or indirectly) any employee or trustee of Sparkle and will not do so.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

The information you give to Sparkle is important to us. We will keep your information safe and secure. If you would like to change any of your information please tell us. For more information please visit our website: https://www.sparkleappeal.org/privacy-policy

Applications can be submitted electronically to: [recruitment@sparkleappeal.org](mailto:recruitment@sparkleappeal.org) or by post to: Sparkle office manager, Serennu Children’s Centre, off Cwrt Camlas, High Cross Road, Rogerstone, NP10 9LY Tel: 01633 748 092