Please fill in the spaces below and email

your completed application form to:

Parentclubjobs@gmail.com

Parent Club

Registered Charity Number 1158989

73 Oakwood Road NW11 6RJ

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| **Post Applied For** | **Kitchen Club Programme Manager** |
|  |  |
| **Where did you see/hear about the vacancy?** |  |
|  |  |

**Personal details**

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| --- | --- | --- | --- |
| Surname:   |  | | --- | |  | | Home telephone:   |  | | --- | |  | |
| Forenames:   |  | | --- | |  | | Mobile:   |  | | --- | |  | |
| Preferred title (e.g. Mr, Mrs, Miss, Ms):   |  | | --- | |  | | Home email:   |  | | --- | |  | |
| Home address:   |  | | --- | |  | |  | |  | |  | |  | |  | | Work telephone no:   |  | | --- | |  | |
| Work email:   |  | | --- | |  | |
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| Do you require a certificate of sponsorship?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | May we contact you at work? (Yes/No):   |  | | --- | |  | |
| If yes, when?   |  | | --- | |  |   Yes  No | National insurance number:   |  | | --- | |  |   Yes  No |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1:** (from present or most recent employer)  Name of referee:   |  | | --- | |  | | **Reference 2:** (preferably another employer)  Name of referee:   |  | | --- | |  | |
| Position:   |  | | --- | |  | | Position:   |  | | --- | |  | |
| Name and address of organisation:   |  | | --- | |  | |  | |  | |  | |  | | Name and address of organisation:   |  | | --- | |  | |  | |  | |  | |  | |
| Work email:   |  | | --- | |  | | Work email:   |  | | --- | |  | |
| Telephone:   |  | | --- | |  | | Telephone:   |  | | --- | |  | |
| Please complete details for both referees, (who should not be related to you) and include your most recent employer(s) applicable, and /or your most recent work experience, if applicable. Please give details of head teacher/tutor if a school/college leaver. | *Please note – we reserve the right to contact any previous employer(s) you have listed for reference purposes where relevant.* |

**Present or Most Recent Employment**

Please record all previous employment below, starting with your present or   
most recent employer

|  |  |  |
| --- | --- | --- |
| Job Title: | Present Salary: | Period of Notice: |
| Date Joined: | Date Left: | Reason for Leaving: |
| Name and Address of Current or Most Recent Employer: | | |
| To Which Position do / did you Report? | | |
| Main Duties: | | |

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| **All Previous Employment**  Please record all previous employment below, starting with most recent employer |

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| **Date From** | **Date To** | **Position Held** | **Employer** | **Reason for Leaving** |
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| **Please explain any gaps in your Employment history in the box below (100 words max)** |
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**Voluntary or Community Experience (in addition to employment)**

Please record all voluntary or community work experience, starting with most recent (E.g. Trustee, member of a parent teacher association or mentor)

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| --- | --- | --- | --- | --- |
| **Date From** | **Date To** | **Position Held** | **Organisation** | **Reason for Leaving** |
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**Have you ever had any complaints of abuse against you?**

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| Yes |  |
|  |  |
| No |  |

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| **If you have answered yes, please provide details below** |
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**Education, Qualifications and Training relevant to the position you are applying for**

Please give details of your education and qualifications obtained. This includes any qualifications that you are studying for now. Primary school details are not required.   
You may be required to prove you have obtained these qualifications.

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| **Date From** | **Date To** | **School / College/ Establishment / Training Establishment** | **Qualification Obtained** |
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| **Please explain any gaps in your Education history in the box below (100 words max)** |
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| **If necessary, please provide any further information, which explains how you meet the selection criteria detailed in the job description. (250 words max)** |
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**Supporting Statement**

Please state the reasons why you wish to apply for the position and provide evidence demonstrating how you meet the key components of the job description and person specification.

(750 words max)

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**Criminal Records Disclosure**

All posts involving direct contact with children and young people are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

Applicants applying for the above posts cannot consider any convictions as “spent” for the purposes of this application - except those which, under the DBS filtering rules, should no longer be disclosed, see DBS Guidance at: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

This role involves regulated activity with children. You should not apply if you are on the Childrens’ Barred List.

Do you have any pending criminal cases, adult cautions (simple or conditional) or convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Please mark the relevant box below with an ‘X’)

|  |  |
| --- | --- |
| Yes |  |
|  |  |
| No |  |

If you have answered **yes** above, please note that, if you are shortlisted for interview, we will ask you to complete a self-disclosure document which will ask for details of the offence(s). *This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.*

***Please note.*** *Any offer of appointment to the above post(s) will be* subject to a *satisfactory disclosure**from the Disclosure and Barring Service.*

**Applicant’s Declaration**

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with Parent Club will be made on the basis of the information I have provided. I understand that a false declaration that results in my employment with Parent Club will render me liable to dismissal without notice.

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| Please mark the box with an **‘x’** to confirm you have read and understood the applicant’s declaration. | |  | | --- | |  | |

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| Signed (Please type in your name)   |  | | --- | |  | | Date   |  | | --- | |  | |