



Registered charity 1150651

Helping children with disabilities and their families

A school for parents which helps parents to help their own children with cerebral palsy or other forms of motor and sensory impairment



### EMPLOYMENT APPLICATION FORM

Please state which post applied for?	Please state where you saw the post advertised?
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1. Surname (block capitals)	
2. Other Names	
3. Address in full (block capitals)	
4. Home Telephone Number	
5. Email Address	
6. Date of Birth	
7. National Insurance Number	
8. Immigration, Asylum & Nationality Act 2006: Are you are able to produce documents that prove you are entitled to work in the UK? e.g. passport, residence permit, biometric immigration document)	YES/NO
Are you subject to any conditions relating to your employment in this country? (If YES please give details)	YES/NO
9. Please give dates on which you will NOT be available for interview e.g. holidays	
10. If selected, when could you start? Give period of notice if applicable.	
11. Are you, to your knowledge, related to any Small Steps Trustee or Staff member? If YES please give details.	YES/NO

**12. Education / Qualifications (Documentary Evidence may be required)**  
**- Continue on a separate sheet if necessary.**

Name of School / College/University	Subject	Qualifications gained e.g. GCSE	Grade	Date

**13. Membership of Professional Bodies/Professional Organisations**

Name of Professional Body	Type of Membership	Membership Number	Date Obtained	Date of Examination (if applicable)	Still Current?



**16. Referees.**

Please name two people who will be able and willing to provide references for you. Note one should be your current (or most recent) employer or lecturer /tutor /head-teacher. Friends /relatives should not be referees. Please state relationship.

Referee 1	Referee 2
Name: Title /Position: Address:  Tel No: Email address: Relationship:	Name: Title / Position: Address:  Tel No: Email Address: Relationship:

I give permission for the referees names above to be contacted prior to interview: YES/NO

**17. PERSONAL STATEMENT**

Please make full use of this section, attaching additional sheets if necessary, to provide comprehensive information in support of your application. This statement will be used in the shortlisting process. You should include the reason you are applying, any relevant experience, details of relevant training as well as your aspirations and why you think you might be the right person for this position. Refer your suitability for this post to the criteria in the person specification and job description as much as possible.

**18. Relevant Interests and Activities. Include any positions of responsibility held.**

**19. Rehabilitation of Offenders Act (1974)**

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an enhanced Disclosure & Barring Service check. You are required to declare **any** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offences and their relevance to the post you are applying for. However, should you **not** declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

**Please answer the following questions:**

Please answer YES or NO below:

Have you **ever** received a conviction, caution or bind-over?

Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?

**It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  
If you have answered ‘YES’ to either of the above questions, please provide further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.

## 20. Equal Opportunities

Small Steps aims to select staff on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of our Equal Opportunities Policy and recruitment procedures, we ask that all applicants complete this section of the form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies.

- Race/Nationality: I would describe myself as being \_\_\_\_\_  
e.g. Asian/Indian, Asian/British, Black/African, Black/British, White/British/European/Other, Other
- Gender: (Male or Female) \_\_\_\_\_

Small Steps welcomes applications from disabled people. Please indicate below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

## 21. Declaration

I understand that providing false or misleading information will disqualify me from appointment or if appointed it will render me liable to dismissal without notice. To my knowledge all information provided is accurate.

Signature of applicant:

Date:

Please return this form to: Anita Coppola, Small Steps, 166 Roehampton Lane, London, SW15 4HR