



# APPLICATION FORM

Please return completed application form to Derby County Community Trust,  
14 Pride Point Drive, Derby, DE24 8BX or by email to [recruitment@dcct.co.uk](mailto:recruitment@dcct.co.uk)

|                                      |  |
|--------------------------------------|--|
| Position applied for:                |  |
| How did you hear about this vacancy? |  |

## PERSONAL DETAILS

Please write in **BLOCK CAPITALS**

|  |  |
|--|--|
| Surname  |  |
| Forename(s)  |  |
| Title  |  |
| Previous Names (if any)  |  |
| Current Address<br><small>Please ensure to include full postcode</small>     |  |
| Previous Address<br><small>(If at current address less than 3 years)</small> |  |
| Daytime Telephone Number   |  |
| Email Address  |  |

# RIGHT TO WORK IN THE UNITED KINGDOM

|   |  |
|---|--|
| Do you have the right to take up employment in the UK | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If no, please provide details                         |  |

## INTERVIEW AVAILABILITY

|  |  |
|--|--|
| Please list any dates that you are not available for interview |  |
|--|--|

## EDUCATION, TRAINING, QUALIFICATIONS AND RELEVANT SKILLS

Please provide details of schools attended from age 11 onwards, as well as any other education, training and vocational skills

| Dates Attended | Secondary Education                     | Subject | Qualifications/Grade |
|----------------|---|---------|----------------------|
|                |   |         |                      |
| Dates Attended | Further Education                       | Subject | Qualifications/Grade |
|                |   |         |                      |
| Dates Attended | Higher Education                        | Subject | Qualifications/Grade |
|                |   |         |                      |
| Dates Attended | Vocational and/or Professional Training | Subject | Qualifications/Grade |
|                |   |         |                      |

|  |  |
|--|--|
| <p>Please describe and relevant skills you may have from voluntary work, domestic responsibilities as well as any other activities that you feel would be relevant to the role</p> |  |
|--|--|

## AVAILABILITY FOR WORK

|  |  |
|--|--|
| <p>If this application is successful, please indicate the earliest that you would be able to take up employment with the Company</p> |  |
|--|--|

## HOLIDAY COMMITMENTS

|   |  |
|---|--|
| <p>Please detail any holidays that are booked within the next 12 months</p> |  |
|---|--|

## EMPLOYMENT HISTORY

Please list your last three employers or your last five years of employment history – whichever is greater.  
If you are offered employment, these employers will be contact for a reference

| Dates of Employment |    | Name of Employer and Full Postal Address | Final Job Title and Reason for Leaving | Final Salary Prior to Leaving Company |
|---------------------|----|--|--|---------------------------------------|
| From                | To |  |  |                                       |
|                     |    |  |  |                                       |
| Dates of Employment |    | Name of Employer and Full Postal Address | Final Job Title and Reason for Leaving | Final Salary Prior to Leaving Company |
| From                | To |  |  |                                       |
|                     |    |  |  |                                       |

| Dates of Employment |    | Name of Employer and Full Postal Address | Final Job Title and Reason for Leaving | Final Salary Prior to Leaving Company |
|---------------------|----|--|--|---------------------------------------|
| From                | To |  |  |                                       |
|                     |    |  |  |                                       |
| Dates of Employment |    | Name of Employer and Full Postal Address | Final Job Title and Reason for Leaving | Final Salary Prior to Leaving Company |
| From                | To |  |  |                                       |
|                     |    |  |  |                                       |

## EMPLOYMENT GAPS

|   |  |
|---|--|
| Please provide a brief explanation if there are any gaps in your continuous employment history listed above |  |
|---|--|

## SALARY EXPECTATIONS

|  |  |
|--|--|
| What are your minimum salary expectations? |  |
|--|--|

## SUPPORT REQUIRED FOR INTERVIEW

|   |  |
|---|--|
| Please provide details of any support or assistance that you may require to enable you to be interviewed for this vacancy |  |
|---|--|

# DRIVING LICENSE INFORMATION

Please provide information relating to your driving license

|   |                    |                              |                             |
|---|--------------------|------------------------------|-----------------------------|
| Do you hold a current full driving license?   |                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have your own vehicle?   |                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is your driving license endorsed?<br><small>If yes, please answer the questions below</small> |                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Convicting Court Code   | Date of Conviction | Penalty Points               |                             |
|   |                    |                              |                             |
| Type of Offence   |                    | Disqualification Period      |                             |
|   |                    |                              |                             |

## ADDITIONAL INFORMATION

All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a 'protected conviction' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Have you ever been convicted of an offence that is not spent under the Rehabilitation of Offenders Act 1974? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever accepted a formal police caution?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are there any outstanding court proceedings against you?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are there any court/county court judgements against you?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever been declared bankrupt?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If you have answered YES to any of the above questions, please give details below:                           |                              |                             |
|  |                              |                             |

# DECLARATION

Please read the following statements carefully as your signature creates a legal declaration on your part

1. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection and in accordance with the Privacy Notice for Job Applicants.
2. I accept that if my application is successful, this application form will form part of my HR files and in that case I consent to the data on it being processed for all purposes in connection with my employment, in accordance with the Privacy Notice for Staff.
3. I declare that the information provided on this application form is accurate and truthful. I am aware that any false or misleading statement, or information that I have withheld, may be just cause to invalidate this application – or cause the termination of my employment if I have already been employed.
4. I understand that any offer of employment is subject to receipt of references and an appropriate level of DBS check that prove satisfactory to the Company, as well as successfully completing an induction and probationary period.
5. I authorise the Company to obtain references to support this application once an offer has been made and accepted.

|        |  |      |  |
|--------|--|------|--|
| Signed |  | Date |  |
|--------|--|------|--|

**If this application form is completed electronically, you will be required to sign and date it if you are offered an interview.**

Derby County Community Trust Recruitment Self-Disclosure Form

## PART ONE

This form is to be used for applicants for employment roles and volunteering roles involving contact with children, young people and adults at risk

|                        |  |
|------------------------|--|
| Full Name of Applicant |  |
|------------------------|--|

| Please list all previous names you have been known by |                          |
|---|--------------------------|
| Previous name   | Dates each name was used |
|   |                          |
|   |                          |
|   |                          |

Please list your address history over the past 10 years.  
Please list your current address first.

| Previous address | Dates from and to each address |
|------------------|--------------------------------|
|                  |                                |
|                  |                                |
|                  |                                |
|                  |                                |

|                         |  |
|-------------------------|--|
| Home Telephone Number   |  |
| Mobile Telephone Number |  |

|                               |                                 |
|-------------------------------|---------------------------------|
| Gender                        |                                 |
| Male <input type="checkbox"/> | Female <input type="checkbox"/> |

# PART TWO

If the role you are in – or have applied for – involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

| Question  | Yes | No |
|---|-----|----|
| Have you ever been known to any Children's Services Department or Police as being a risk or potential risk to children?   |     |    |
| If yes, please provide further information  |     |    |
| Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (Amendment) 2013?   |     |    |
| If yes, please provide further information  |     |    |
| Confirmation of Declaration   |     |    |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment or volunteering may be withdrawn – or disciplinary action may be taken – if information is not disclosed by me and subsequently comes to the organisation's attention. |     |    |
| In accordance with the organisation's procedures, I require I agree to provide a valid DBS certificate and consent to the organisation clarifying and information provided on the disclosure with the agencies providing it.  |     |    |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.   |     |    |
| I understand that the information contained on this form; the results of the DBS check; and information supplied by third parties – may be supplied by the organisation to other persons or organisations in circumstance where this is considered necessary to safeguard children.                                     |     |    |

|                        |  |      |  |
|------------------------|--|------|--|
| Signature of Applicant |  |      |  |
| Print Name             |  | Date |  |