Job Application Form for **Deputy** **Residential Manager**

**Scoring of your application form**

|  |  |
| --- | --- |
| **Section** | **Score** |
| Relevant qualifications and experience | Out of 15 |
| Supporting statements | Out of 20 (5 points per statement) |
| Style and presentation of responses | Out of 5 |
|  |  |
| **Total** | **Out of 40 points** |

**Disability**

Young Futures believes that people are disabled by barriers society places in their way and not by their own impairments. We believe that everybody has a role to play in society and we want to benefit from the widest range of talent available. Our recruitment policy aims to reflect these beliefs.

Young Futures will offer interviews to any person who classifies themselves as having an impairment and who meets the criteria as detailed on the person specification.

Do you consider yourself to have an impairment? **❑** No **❑** Yes

**Personal details**

|  |
| --- |
| Title Forenames |
| Surname |  | Tel. (home) |
| Address |  | Tel. (mobile) |
|  |  | Email: |
|  |  |  |
| Postcode |  |  |

**Relevant qualifications or professional membership**

|  |  |  |
| --- | --- | --- |
| Examination level(e.g. A Level/ Degree/PG/NVQ) | Subject(s)  | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Present or most recent employment**

Employer’s name, address

and type of establishment Job Title

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | Date started in post |
|  |  |  |
|  |  | Notice required |
|  |  |  |
|  |  | Date left if no longer employed |
|  |  |  |
| Postcode  |  | Reason for leaving |
| Telephone |  |  |

**Using bullet points**, briefly describe your main duties and responsibilities in the above job.

**Past employment**

Please give details of **all** your previous work experience, putting the most recent first.

Include any voluntary or unpaid work.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and address | Dates employed from/to month/year | Job Title  | Reasons for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Training**

|  |  |
| --- | --- |
| Course title or area of training relevant to this post | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Your Supporting Statement**

After reading the job description and person specification please answer the questions below.

Please keep your answers concise and use bullet point for ease of scoring (up to 5 points are awarded for style).

1. **Outline your experience and working knowledge of Children’s Homes Regulations and Quality Standard:**

*Max. 300 words*.

1. **Outline your practical knowledge of tools and resources that can be used to support children and young people in a Children’s Home setting.**

*Max. 250 words*.

1. **Staff well-being:**

Describe the impact providing this support could have on the staff team, and the steps you would take to promote staff well-being.

*Max. 250 words*.

1. **Innovate**:

Using an example/or examples, please illustrate how you have promoted better ways of doing things in a Children’s Home setting.

*Max. 250 words*.

**Work permit**

Do you require a work permit? Yes **❑** No **❑**

**References**

Please give the names and addresses of **three referees** (not friends or relatives) including telephone numbers.

**Referee Referee**

|  |  |  |
| --- | --- | --- |
| This should be your current or most recent line manager |  | This should be a previous employer |
| Name |  | Name |
| Referee’s job title |  | Referee’s job title |
| Address |  | Address |
|  |  |  |
|  |  |  |
| Email: |  | Email: |
| Telephone |  | Telephone |
| Contact before interview? Yes No |  | Contact before interview? Yes No |
|  |  |  |

**Referee**

|  |  |
| --- | --- |
| This can be a previous employer, college tutor, or regarding voluntary work/groups or committees |  |
| Name |  |
| Referee’s job title |  |
| Address |  |
|  |  |
|  |  |
| Email: |  |
| Telephone |  |
| Contact before interview? Yes No |  |

**Criminal convictions**

Do you have any criminal convictions (spent and unspent)/case cautions/ bindovers/pending prosecutions? Yes **❑** No **❑**

**If Yes,** please give details. Since the job for which youare applying involves working with vulnerable young people Section 4(2) of the Rehabilitation of Offenders Act 1974 does not apply.

**Declaration**

In accordance with the Data Protection Act 1998, the information provided on this form

will be used in the recruitment and selection process and may be disclosed to all those

who need to see it. It will also form the basis of the confidential personnel record of the

successful candidate. In the case of unsuccessful candidates the Application Form will

be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me is

correct, and that I possess all the qualifications I have listed on this form. I confirm that Ido not object to the information collected on this form being transferred onto computer forthe purpose of anonymous statistical reporting, in accordance with statutory requirements,and to assist Young Futures in equal opportunities monitoring in respect of job applications. I agreethat Young Futures has the right to validate any of the information provided.

I understand that anyfalse statements could result in my dismissal if appointed. I

confirm that I am legallyeligible to work in the United Kingdom.

Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(To be signed at interview)**

**Please return your completed application form by email to laura.chatterton@youngfutures.org.uk**