

Job Application Form for **Deputy Manager Children’s Home (Maternity Cover)**

|  |
| --- |
| **Personal details** |
| **Title** |  | **Forename** |  | **Surname** |  |
| **Address** |  | **Tel (home)** |  |
|  | **Tel (mob)** |  |
|  | **Email** |  |
| **Postcode** |  |  |
|  |  |
| ***Your application form will be scored as follows*** |
| **Section/criteria** | **Score** |
| Relevant qualifications and experience | *Out of 10* |
| Style and presentation of your responses | *Out of 3* |
| Supporting statements | *Out of 12 (4 points per statement)* |
| **Total** | ***Out of 25 points*** |

|  |
| --- |
| *Please note you can submit your CV for qualifications, training and employment.* ***You must submit your full employment details including any gaps in employment*** |
| **Relevant qualifications and professional membership** |
| **Qualification level****(EG. A level, Degree, PG)** | **Subject** | **Date completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **Training** |
| **Course title or area of training relevant to this role** | **Date of training** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Employment**Please provide details of your full employment history from leaving school, putting the most recent/current employment first. Include any voluntary or unpaid work |
| **Employers name and address** | **Dates employed** **From/to****(mm/yyyy)** | **Role and brief outline of duties**{Or activity if gap in employment) | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Supporting statements**Keep your responses concise providing relevant evidence for each area |
| **1** | **Describe a time when you supported a young person in crisis using a trauma-informed approach. What did you do, how did you involve others, and what was the impact?**Max. 300 words – to aid scoring please use bullet pointsScores 4 points |
|  |  |
| **2** | **Tell us about a time when you supervised or guided a colleague (formally or informally) to improve their practice. How did you balance accountability with support?**Max. 300 words – to aid scoring please use bullet pointsScores 4 points |
|  |  |
| **3** | **Working in residential childcare can be emotionally demanding. Can you share an example of when your resilience and values were tested at work, and how you ensured you continued to provide safe, compassionate care?**Max. 300 words – to aid scoring please use bullet pointsScores 4 points |
|  |  |

|  |
| --- |
| **References** |
| Please provide the name, address and contact details of three referees.  |
| **Referee 1** | This should be your current (or most recent) line manager |
| **Name** |  | **Job title** |  |
| **Address** | **Contact details** |
|  | **Email** |  |
|  | **Tel** |  |
|  |  |
|  |  |
| **May we contact before interview?** | ***Yes*** |  | ***No*** |  |
|  |
| **Referee 2** | This should be a previous employer |
| **Name** |  | **Job title** |  |
| **Address** | **Contact details** |
|  | **Email** |  |
|  | **Tel** |  |
|  |  |
|  |  |
| **May we contact before interview?** | ***Yes*** |  | ***No*** |  |
|  |
| **Referee 3** | This can be a previous employer or a character reference from university, college , voluntary work/groups or committees. This cannot be a family member or relative. |
| **Name** |  | **Job title** |  |
| **Address** | **Contact details** |
|  | **Email** |  |
|  | **Tel** |  |
|  |  |
|  |  |
| **May we contact before interview?** | *Yes* |  | ***No*** |  |

|  |
| --- |
| **Other information and declaration** |
| **Do you require a work permit?** **(Please tick whichever applies)** | ***Yes*** |  | ***No*** |  |
|  |
| **Do you have any criminal convictions (spent and unspent)/case cautions/ bindovers/pending prosecutions?****(Please tick whichever applies)** | ***Yes*** |  | ***No*** |  |
| **If Yes**, please give details below. Since the job for which you are 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 and GDPR (2018), the information provided on this for will be used in the recruitment and selection process and may be disclosed to all thosewho need to see it. It will also form the basis of the confidential personnel record of thesuccessful candidate. In the case of unsuccessful candidates the Application Form willbe 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. |
| **Sign or type name** |  |
| **Please return you completed application form by email to osman.jama@youngfutures.org.uk** |