

9. Complete Employment History

All applicants must complete the following section entering a comprehensive and complete employment history (starting with the most recent first), ensuring all periods of unemployment are also included. (Please note applications that are not fully completed will not be considered).

Employer Detail, including full address and date of employment	Position Held, Summary of duties and responsibilities	Reason for Leaving
<p>CONFIDENTIAL</p>		

10. Personal Statement

With reference to your previous experiences and/or achievements, please describe the essential qualities which you consider you would bring to the position. Also provide additional information you think will support your application. (Continue on a separate sheet if necessary).

11. Professional References

The Hansel Group of Charities requires two written professional references, one of which must be from your current/most recent employer (if currently unemployed, your most recent employer must be nominated). All references must be requested from the source and should be on the organisation's headed notepaper. Please give details of your two referees below.

	Current/Most Recent Employer	2nd Professional Reference
Referee Name:		
Address of Referee:		
Postcode:		
Referee's Job Title:		
Telephone Number:		
Email Address:		

Professional References will be pursued following a successful interview and conditional offer of employment

The post that you are applying for is for regulated work with adults/children. You are therefore required to disclose all convictions (spent or unspent), cautions and any relevant non-conviction information. Should you be appointed for the position you have applied for you will be asked to provide a PVG Scheme record disclosure.

Please complete this Self-Declaration Form and return it with the application. Your application will only be considered if your Self-Declaration Form has been properly completed and signed. If you have no convictions, cautions or relevant non-conviction information please write 'none' in the appropriate box and sign the declaration form.

Having a conviction is not an automatic bar to gaining employment with The Hansel Group of Charities, unless you are barred from working with protected adults/children. We do require candidates to show integrity and be honest and complete the information they provide at the application stage, in order that we can give it due consideration along with your experience and skills when short-listing. It is not sufficient to mention a conviction (spent or unspent) to the interview panel or subsequently at the PVG application stage of the recruitment process. All information provided will be regarded as being in the strictest confidence. In the event that your application is not successful, this Declaration would be destroyed by The Hansel Group of Charities.

1. Personal Details

Post Applied For:	Post Location:
Forename:	Surname:
Title:	Maiden/Former Name

2. Notification

(a) Have you been convicted of any criminal offence? (Tick appropriate Box) Yes No

(b) If yes, please give details of all conviction(s). The date(s) and the sentence(s) below. If you have had no convictions, please write 'none' below.

Nature of Offence	Date	Sentence

(c) Are there proceedings pending against you in respect of this or any other offence? Yes No

(d) If yes, please give details of the nature of these proceedings below. If there are no proceedings pending, please write 'none' below

Nature of Alleged Offence	Trial Hearing Date	Other information

3. Disclosure of Convictions to Purchasing Authorities

It is a contractual requirement in respects of some of The Hansel Group of Charities services, that the local authority Social Work Department are given sight of a potential worker's disclosure where it details any convictions (spent or unspent). If you are offered the post on one such service, and you have a conviction, please indicate below whether or not you give Hansel your permission to pass a copy of your PVG Scheme Record/Scheme Record Update to the nominated person within the relevant Local Authority Department. Yes No

4. Relationships

To your knowledge are you a close relative of any current or former employee or Director of The Hansel Group of Charities: (Close relatives are defined as husband, wife, partner, grandparent, child, grandchild, brother or sister, 'former' is defined as anytime within the last 12 months). Canvassing of members or officials of The Hansel Group of Charities either directly or indirectly will disqualify the candidate. Yes No

The Hansel Group of Charities is committed to the principles and practice of equal opportunities and aims to be an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, race, sexual orientation, religion disability and age.

In order for us to monitor the effectiveness of our policy, please complete this form which will provide information to help us ensure that our Equal Opportunities Policy is being carried out effectively. These objectives comply with the requirements of the Equality Act 2010. Completion of the various sections is entirely voluntary and if you choose not to complete this form, it will not in any way effect the treatment of your application.

The monitoring form will be withheld from the short-listing or interview panel members involved in recruiting for this post. On receipt, the monitoring form will be separated from the other application material, will be securely stored, treated as strictly confidential and used solely for the purposes of monitoring our policy. All statistical analysis will be anonymous.

Thank you for your help.

Please tick the appropriate boxes.

<u>Where did you see the Advertisement?</u>		<u>Sexual Orientation</u>	
S1 Jobs	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Social Media Site	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Hansel Website	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Jobcentre	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>		
Other (Please Specify)	<input type="checkbox"/>	<u>Ethnic Origin</u>	
		White	<input type="checkbox"/>
<u>Disability</u>		Pakistani	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Non-Disabled	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		African	<input type="checkbox"/>
<u>Marital Status</u>		Asian	<input type="checkbox"/>
Single	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Married	<input type="checkbox"/>	Mixed Background	<input type="checkbox"/>
Civil Partnership	<input type="checkbox"/>	Any other Asian Background	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Any other Black Background	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Any other Background	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
<u>Sex</u>			
Female	<input type="checkbox"/>		
Male	<input type="checkbox"/>		
Prefer not to say	<input type="checkbox"/>		