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# Clinical & Business Manager Application Form

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **both** sections of the application.

| Vacancy Job Title | **Clinical & Business Manager** |
| --- | --- |

## Part 1: Information for Shortlisting and Interviewing

Initials Click or tap here to enter text. Surname or Family Name Click or tap here to enter text.

1. Letter of Application

Please submit a letter of application, explaining why you are applying for this post and describing the experience and personal qualities you will bring to the role.

2. Current/Most Recent Employment:

| Job title  *Please attach a copy of the job description, where possible.* | Click or tap here to enter text. |
| --- | --- |
| Name, address of employer | Click or tap here to enter text. |
| Date appointed to current post | Click or tap here to enter text. |
| Current salary | Click or tap here to enter text. |
| Date available to begin new job | Click or tap here to enter text. |

1. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

| Job title  or positon | Name and address of employer, or  description of activity | Full or  part-time | (MM/YYYY | (MM/YYYY) | Reason  for  leaving |
| --- | --- | --- | --- | --- | --- |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | FT ☐  PT ☐ | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | FT ☐  PT ☐ | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | FT ☐  PT ☐ | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
|  |  |  |  |  |  |

1. Secondary Education and Qualifications (e.g. GSCE)

| Name of school/college | From yyyy | To yyyy | Qualifications gained |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |

1. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

| Name of FE college, university or awarding body | Dates  yyyy | | Full or  part-time | Qualifications obtained |
| --- | --- | --- | --- | --- |
| From | To |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | FT ☐  PT ☐ | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | FT ☐  PT ☐ | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | FT ☐  PT ☐ | Click or tap here to enter text. |

1. Other Professional Qualification

| Qualification | Date (yyyy) | Awarding Body |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

1. Other Relevant Experience, Interests and Skills

Click or tap here to enter text.

1. References

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired”, if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references prior to offer of employment.

**First Referee**

| Title and name | Click or tap here to enter text. |
| --- | --- |
| Address and post code | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Job title | Click or tap here to enter text. |
| Relationship to applicant | Click or tap here to enter text. |

I consent to this reference being requested before interview. Yes ☐ No ☐

**Second Referee**

| Title and name | Click or tap here to enter text. |  |
| --- | --- | --- |
| Address and post code | Click or tap here to enter text. |  |
| Telephone number | Click or tap here to enter text. |  |
| Email address | Click or tap here to enter text. |  |
| Job title | Click or tap here to enter text. |  |
| Relationship to applicant | Click or tap here to enter text. |  |

I consent to this reference being requested before interview. Yes ☐ No ☐

## Part 2 Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

| 1. Surname or family name | Click or tap here to enter text. |
| --- | --- |
| 1. All forenames | Click or tap here to enter text. |
| 1. Title | Click or tap here to enter text. |
| 1. Current address | Click or tap here to enter text. |
| 1. Postcode | Click or tap here to enter text. |
| 1. Home telephone number | Click or tap here to enter text. |
| 1. Mobile telephone number | Click or tap here to enter text. |
| 1. Email address | Click or tap here to enter text. |
| 1. Do you have a current driving licence? *Only applicable for posts that require driving* | Yes ☐ No ☐ |

1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

**CHAT Youth Counselling’s** policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a post applicant can be found on the [Disclosure and Barring Service website](https://www.gov.uk/search?q=filtering&tab=detailed-results).

If you are offered the post you will be required to complete a “Disclosure of Criminal Record” form. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

1. Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the Trustees of CHAT Youth Counselling and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are offered employment, in which case this application form will be retained as part of your personnel record.

1. Notes

(a)) Candidates recommended for volunteering will be required to provide a satisfactory Enhanced DBS certificate

(b) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

1. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant:  or Click or tap here to enter text.

Print Name: Click or tap here to enter text.

Date:

Click or tap here to enter text.