**Charity Operations Manager Application Form**

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| **Home-Start South Warwickshire is committed to safe recruitment practice as an**  **important part of safeguarding and protecting children and vulnerable adults** |

Should you have any difficulty completing this application form e.g. due to a visual impairment, please contact us so we can find a solution that will enable you to apply to us

Please read any accompanying information regarding this role before completing this form, because we can only determine your suitability for the position from the information you give in this application. Please return your completed application form to: [office@homestartsouthwarwickshire.org.uk](mailto:office@homestartsouthwarwickshire.org.uk)

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| Position applied for: Charity Operations Manager | | |
| Closing date: **26th May 2023** | | |
| Full Name: |  | |
| Address including postcode: |  | |
| If you have been at this address less than five years, please give previous address |  | |
| Home telephone no:  Email address: | | Mobile telephone no.: |
| This post does require some use of a vehicle  Do you have access to the use of a vehicle?  **YES/NO** | | Do you hold a current driving licence?  **YES/NO** |

**Present or most recent job:**

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| Job title: | Employer’s name and address |
| Date started: |  |
| Date finished: |
| Salary: |
| Notice required: |

**Are you related to any person who works in a paid or unpaid capacity for Home-Start?**

**YES/NO**

**If yes please give details**

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| If offered this position, do you intend to continue working and/or volunteering in any other capacity?  **YES/NO** If yes give details |

**Immigration, Asylum and Nationality Act 2006**

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| Do you have a current right to work in the UK?’  **Yes/No**  If No, Please Give Details |

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| **IMPORTANT NOTICE**  **Please read the following information carefully before signing and submitting your application.** | | | |
| The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filtering_guide_v2.3.pdf) website with further information on the [Nacro websit](about:blank)e <https://www.nacro.org.uk/criminal-record-support-service>    Disclosure of criminal records will be requested to assist with decision making for this role.  **Please note:** A criminal record will not necessarily be a bar to an applicant obtaining a position. | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended)?** | | | |
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| **Are you, or have you ever been the subject of fitness to practice proceeding by a UK or overseas licensing regulatory body?** | | | |
| **Yes** |  | **No** |  |

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| **If you answered yes to any of the above**, please disclose the details under separate cover. Please mark a cross on the line below and attach the details in a separate document marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details separately\_\_\_\_\_ (Please mark with an X if appropriate.) |
| **CONFIDENTIALITY**  During the course of their work, staff will be aware of information concerning the Charity’s activities, its staff, volunteers and other personal information relating to children and their families. I understand that this is confidential information must not be used for any purpose other than the performance of duties and must not be divulged to unauthorised persons, nor used for the production of articles, books etc. without the Charity’s specific agreement.  **YOUR DATA**  All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, the educational institutions with whom we may undertake to verify your qualifications with and any criminal record checks for recruitment purposes only. Home-Start South Warwickshire will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on the Home-Start web site – available on request. |

**I confirm that the information given on this form is correct and that I have not knowingly withheld any material fact. Under the Data Protection Act 2018, I hereby consent for the information in this application form, about myself and others, to be processed by Home-StartSouth Warwickshire for the purposes of recruitment. I hereby give my permission to those individuals or organisations contacted for the purpose of this background check to give their full and honest evaluation of my suitability for the described role and other information as they deem appropriate**

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| **Print Name:** |  |

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| **Signature:** |  | **Date:** |  |

*For successful applicants this application form will subsequently be held on their personnel file, and those who are unsuccessful, it will be held for a maximum of**6 months**and then destroyed.*