



Employee Application Form

Thank you for your interest in becoming an employee with Cre8. We ask all new employees to fill out this form so that we get an idea of what your skills and abilities are. We also need this information in order to try and ensure that everyone stays safe; children, young people, adult volunteers and staff.

Cre8 is working towards equal opportunities. We aim to ensure that no one receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, gender, age, sexual orientation or disability.

Cre8 is committed to safeguarding vulnerable people, including children and adults. Successful applicants will be required to complete a Disclosure and Barring (DBS) Enhanced Disclosure check. If applicants are concerned about this then we encourage them to speak in confidence to the Cre8 safeguarding Co-ordinator. Cre8 complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. Cre8 undertakes not to discriminate against people with an offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates. A blemished DBS disclosure does not necessarily mean that an applicant will be unsuitable for a particular post.

Please complete all sections of this form and return it to The House – see address at the top of the page.

Position applied for:	
Full name including title:	
Address including postcode	
Telephone Number(s):	
Email address:	

Referees - Please provide names and addresses of two referees. One of the referees should be related to the position you are applying for.		
	Referee One:	Referee Two:
Name:		
Address:		
Email address:		
Telephone number:		
Relationship to you:		
Length of time known:		

Please use continuation sheets if you need to – we want you to be able to give us as much information as you think would be helpful to us.

Education and Qualifications relevant to this post:

Employment History:

Please tell us about any relevant experience for the position you are applying for:

Why have you applied to work with Cre8?

What do you consider are your strengths?

What do you consider are your weaknesses?

**Any other information you consider relevant to this application?
(on separate sheet if necessary)**

Signed:

Date:

Confidential Self-Declaration Form

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Child Protection Adviser.

By signing this form below, you are consenting to the information on this form being kept according to Cre8's Privacy Policy and in compliance with the General Data Protection Regulations. This information in this form is collected in order: to make informed decisions and perform effective recruitment; to safeguard workers and young people; to ensure the health and safety of our participants and staff. The lawful basis we rely on for processing personal information for these purposes is one of '**legitimate interest**'. In addition, we may need to process personal data in accordance with rights or duties imposed on us by law, such as safeguarding or employment. Full details are in our Privacy Policy which is available on request from hello@cre8macclesfield.org, or 01625 503740.

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organizations should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child Protection, you are therefore required to make the following declaration:

Have you ever been convicted of a criminal offence (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974) or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes No

Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes No

Are you at present under investigation?

Yes No

Have you ever had a child removed from you or placed under supervision by the Local Authority?

Yes No

Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children and / or young people?

Yes No

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes No

Have you, since the age of eighteen ever been known by any name other than that given below?

Yes No

Have you during the last five years, had any home address other than that given below?

Yes No

If you answered **YES** to any of the above, please give details on a separate sheet, which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily stop you from being considered for this post. The object of this is not, in any way, to reflect upon your integrity, but it is necessary simply to protect the children, young people, and vulnerable adults we work with.

Signed _____ Date _____

Before an appointment can be confirmed applicants must provide a satisfactory enhanced disclosure from the Disclosure and Barring Service.