

## Safer Recruitment Application Form

Position Applied for:	
Position Location:	

How did this position come to your notice? (please tick & complete)

<input type="checkbox"/>	Sodexo Careers Page
<input type="checkbox"/>	Newspaper / magazine Advert
<input type="checkbox"/>	Recruitment Agency
<input type="checkbox"/>	Recommendation – By Whom? (Please Specify)
<input type="checkbox"/>	Other (Please Specify)

### Personal Details

Title:		Forename:		Surname:	
Address:					
Postcode:					
Contact Telephone Number:		Email:			
Email Address:					
National Insurance Number:					
Uniform Size (If Required for role)					
Have you a valid driving licence?	<b>Yes/No</b>				

Are you eligible to work in the UK?	<b>Yes/No</b>
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### Living Overseas

Due to the nature of the environment within which this position is placed, it may be necessary to obtain an overseas “certificate of good conduct” or criminal record check.

Please can you confirm if you have ever:

*Been or lived outside of the United Kingdom for a period of 3months or more at any one time?*

	Yes – Please complete Overseas Information Form
	No

### Rehabilitation of Offenders Act

Because of the nature of the work for which you are applying, within environments where children are present, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Applicants are therefore, not entitled to withhold convictions which for other purposes are “spent” under the provisions of the Act, and, in any event of employment or engagement (for casual workers), any failure to disclose such convictions could result in disciplinary action or dismissal by the Company.

Due to amendments to the Exceptions Order 1975 (2013), 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 can be found on the attached “Filtering Guidance Sheet” and the Disclosure and Barring Service website.

Any information declared on this form will be confidential and will only be shared with authorised parties in consideration for application for positions to which the order applies; including Safer Recruitment and Safeguarding Children.

**Providing false information or failing to disclose information is an offence and could result in your application being rejected, any employment being terminated and/or possible referral to the Police, Local Authority Designated Officer or the Disclosure and Barring Service (formally CRB and ISA).**

Taking into account the "Filtering Guidance" from the DBS, have you ever been convicted, cautioned or warned about a criminal offence?

Yes – Please give further details:

No

Are you barred from working with children?

Yes – Please give further details:

No

Do you know of any reason why it may be deemed unsuitable for you to work with children?

Yes – Please give further details

No

#### DBS Update Service

Due to the fact that Enhanced DBS certificates are required within the environments in which we provide services, Sodexo is very keen that all new members of staff are registered with the DBS Update Service.

This is not only beneficial to the company, but to our staff as the certificate is then portable between jobs and volunteer work.

Please can you confirm whether you are currently registered on the DBS Update Service?

Yes

No

If you are registered with the DBS Update Service, please confirm and sign below that you are happy for Sodexo to undertake this check should you be offered a role? (NB Obtaining the DBS Status Check is a condition of employment)

Yes I am happy for Sodexo to check the Update Service and my details are:

FULL NAME:

DATE OF BIRTH:

CERTIFICATE NUMBER:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Medical Information

Do you know of any reasons, on grounds of mental or physical health, why you should not be able to discharge the responsibilities required by the role you are applying for?

	Yes – Please give further details
	No

### Educational Details

Please include all information from secondary education to your most recent education and include any trade/professional studies.

Educational Establishment Details	Dates From – To	Qualification Subjects and Results	Any responsibility held i.e. team captain, societies

### Employment History

Please cover all employment dates and use additional sheets if necessary. Please also confirm any reasons for gaps in employment history.

Previous / current employer	Dates From – To	Position Held	Main Duties & Responsibilities	Wage / Salary	Reason for Leaving

**Other Information**

Have you worked for Sodexo previously?

Yes – Please provide details

No

Do you have experience (voluntary or work experience) not already mentioned that may be relevant to the job you are applying for?

Yes – Please provide details including dates etc

No

What interested you in applying for this position?

Do you have any hobbies / pastimes which may be relevant to this position or the environment within which you will work if successful?

Do you know anyone or have any links to any of the establishments with which you or Sodexo works i.e. family members, governors, teaching staff, administration staff or pupils?

*If Yes , please provide details:*

### Data Protection

By providing the information contained within this application form, you are consenting to its use by the Company and to third parties for the purposes of processing your application, any subsequent employment matters relating to that employment or disclosures of information associated with Safer Recruitment guidelines and legislation. This may include personal information being confidentially provided to the Client for Ofsted or Child Protection purposes.

### Declaration

Prior to any offer of employment / engagement being confirmed, I understand that I shall have to provide documentary evidence of my eligibility to work in the UK. I also understand that any offer of employment / engagement will be conditional and I therefore give consent, upon my acceptance, to the Company contacting my present and / or past employers for a reference, and to them obtaining an enhanced criminal record disclosure both in the UK and overseas (if relevant).

If in the course of carrying out the duties of the role, you become aware of any actual or potential risk to the safety or welfare of children in the establishment within which they are working, you must report these concerns to the School or College Designated Officer, their Line manager, Account Manager, HR Business Partner or Sodexo Designated Officer immediately.

I certify that the information in this form is true, accurate and complete and I understand that if it is subsequently discovered that any statements are false or misleading, or if my references or criminal checks are unsatisfactory, the conditional offer and application will be withdrawn and I will be liable to be dismissed from employment / engagement by the Company, and this may also include referral to the Police, Local Authority Designated Officer or Disclosure and Barring Service.

Signed:	
Print Name:	
Date:	