



Please return form to:
Human Resources
Community School
Horton Road
Toontown
BB24 2EB

The Community School

For photocopying purposes, please use black ink when completing form.			Candidate No.
POST(S) APPLIED FOR: Children's Support worker		CLOSING DATE:	
Section A – Personal Details			
Surname: Brown		Forenames: Jo	
Address: 2 The Paddock Big Town Leeds Post Code: LS12 3ZZ		Telephone (Home): 01103 267890 (Mobile): 07784 567890 E-mail Address: j.brown@quickmail.com	
Section B - Present or Most Recent Employment			
Job Title: Youth development officer		Present Salary: £25,800	Period of Notice: 4 weeks
Date Joined: 1 st July 2018		Date Left: (if applicable) N/A	
Name and address of employer: YPDO 2, The Street, New Town, NW1 2NN			
Main Duties: I work as part of a team to support young people who can no longer live at home. We provide support and assistance to help young people manage the transition to living independently, and to take responsibility for their accommodation and finances. We help them find employment and establish themselves in the community. I am responsible for supporting young people on a day to day basis in semi-sheltered accommodation and provide a first line of contact on an on-going basis. I have helped several young people to successfully move into employment or training and into their own independent living arrangements.			
Section C – References			
Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. Please note if you are shortlisted, we will contact one of your referees prior to interview.			
Name & Address	Occupation	Years known	Contact Details
Pat Smith 2 The Street New town Yorks	Team leader - YPDO	6 years	Tel No: 01234 045678 Email: pmsmith@ypdo.com
Dave Black 100 High Street Big Town Yorks	Manager – Directions UK	10 years	Tel No:01234 049876 Email: dblack@hotmail.com

Section D - Previous Employment

Dates		Position held	Employer (name and town of employer)	Reason for Leaving
From	To			
6/2016	5/2018	Tutor – teaching English to young people in Botswana	Development Youth Overseas	To return to UK
8/2014	2/2016	Youth development worker – providing guidance to YP leaving education	Directions UK	Career development
11/2013	8/2014	Youth worker – providing advice / support to young people	Youth Moves	End of temporary contract
10/2012	11/2013	Children's worker – looking after children in a day care centre	Kids R Here	Career development
11/2010	6/2012	Bar person (part time)	Beer Bar	Left college

Please explain any gaps in your Education and Employment history

I was unemployed for 4 months after leaving college in 2012. At the time I was considering going on to university but decided to take some time away from full-time education. I also took a break from Feb – May 2016 while I finished my part-time course for the TEFL certificate and made arrangements to go abroad.

Section E - Education, Qualifications and Training relevant to the position you are applying

From	To	School/College/University/Training Establishment	Qualification Obtained (if applicable)
09/2002	06/2007	Our Town Comprehensive School	GCSE: Eng Lan (C), Eng Lit (C), Maths (B), History (B), Geography (C), RK (C), Science (B), French (C), Spanish (A)
09/2007	06/2009	Our Town 6 th Form	A levels: Spanish (C), Psychology (D), General Studies (D)
09/2009	06/2012	Big town College of Further Education	Child Development Diploma – pass
10/2015	03/2016	Big Town College of Further Education	Teaching English as a Foreign Language (TEFL) Certificate - pass

Section F – Skills, Experience and Knowledge

Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.

I have a diploma in Child Development and from this course I learnt a lot about the different stages of child development and how to help children achieve their full potential. In my roles working with young people I have on many occasions developed working plans with them which have been fun for them and which have helped them learn quicker than using more conventional approaches.

I keep up to date with legislation and guidance by reading relevant journals and I also regularly read the TES. I have been working with children and young people for over 10 years and have experience of working in a range of environments.

I am very committed to children and young people and always ensure they are safe in any work I do with them. In my current position I spend a lot of time getting to know the parents of the young people I work with and many have commented on how safe they feel their children are in my care.

All of the work I do aims to meet the needs of children and young people. In any work I do with them I start by finding out from them what they want and need from me as a worker, and regularly get their views on the work as it progresses. Children therefore find me approachable as I am very interested in their needs and views.

I am committed to continually developing myself as I believe that I need to be a role model on how you can develop yourself to children and young people. This helps the young people I work with see how important self-development and growth is. I attend regular courses through work and like to do a lot of reading and research in my own time to ensure my knowledge of child development is as up-to-date as possible. I have attended training on Prevent and have led group discussions with the young people about British values.

I am a strong team player and am highly thought of by my colleagues. I regularly support colleagues when they need help on areas in which I am more expert such as child development. In my view, the best teams are made up of a range of individuals and it is their different experiences, views and ideas which have made the teams I have been part of such a success.

I thrive under pressure. Recently, we were inspected and before the inspection there was a lot of work to do to ensure that all my work plans and files were ready to be inspected. I prioritised my time to make sure that everything got done in time and we had a very positive inspection; my work was commented on very positively.

I work within organisational procedures now and feel it is important that they are clearly defined and explained.

In addition to my paid work with children I was also until recently a voluntary leader at my local church youth club 2 nights a week.

(Please continue on separate sheet if necessary)

Section G – Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Section H – Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:

Date: 14/09/2025