



**Part 3: Key competencies**

*A brief statement on your experience and what you feel you can bring to Carney's Community- please ensure this relates to and covers the points in the personal specifications on the job description?*

**Part 4 – Work History**

Please summarise your employment history covering all roles since leaving full-time education: paid or unpaid, working in a private, public or third sector organisation or agency, full or part-time, executive or non-executive. Starting with the most recent- please continue on a separate sheet if necessary.

Employer's name and address	From Month/Year	To Month/Year	Job title and summary of main duties	Reasons for leaving

Please give details of any gaps in your employment history:

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**Part 5: Education and Qualifications**

**Please give your educational, academic and professional qualifications below:**

School, College, University, Organisation	Examination/course	From	To	Result/Qualification gained



**Part 6. Previous & outstanding criminal convictions**

<b>Do you have any previous &amp; outstanding criminal convictions?</b> (delete as applicable)	<b>YES</b>	<b>NO</b>
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**If yes, please detail below:**

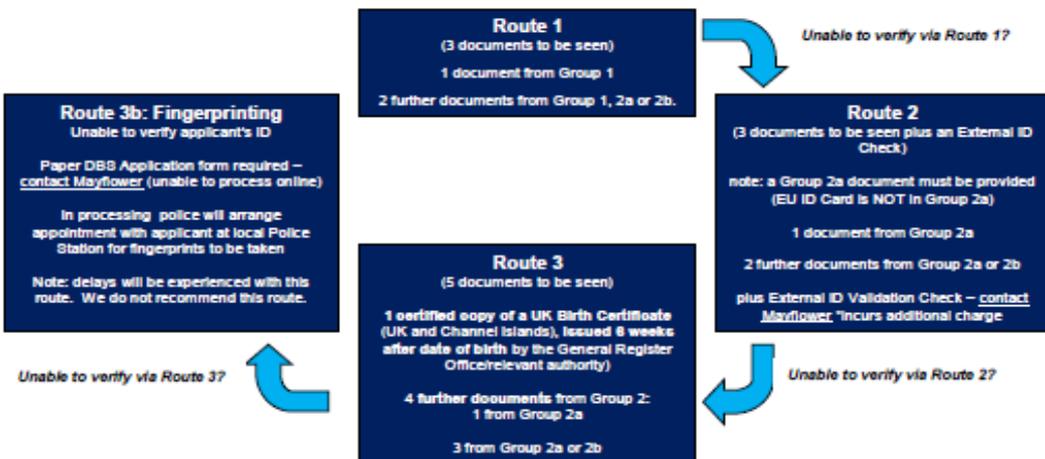
Part 7. All person's who volunteer at Carney's are required in line with our safeguarding policy to, complete a DBS check. Please see below for a brief outline of this process and what it entails:

**DBS List of Acceptable Identification**

## Mayflower

We do it online!

- To approve a DBS Application for processing, the ID Checker or Application Manager must view and verify at least 3 x original ID documents for each DBS Applicant.
- This list/process is stipulated by the DBS. It cannot be changed/altereD/avoided. If an applicant cannot provide ID in accordance with this list a DBS check cannot be obtained.
- 3 routes can be taken. All checkers must have exhausted Route 1 and then Route 2, before considering using Route 3. For all routes, the applicant's DOB and current address must be verified.



Group 1 : Primary Trusted Identity Credentials	
<ul style="list-style-type: none"> <li>Current valid Passport</li> <li>Biometric Residence Permit (UK)</li> <li>Photo Driving Licence; Full or Provisional (UK, Isle of Man ;Channel Islands and EU Countries)</li> <li>Birth Certificate (UK and Channel Islands) - Issued WITHIN 6 weeks of date of birth; <i>Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)</i></li> <li>Adoption Certificate (UK and Channel Islands)</li> </ul>	
Group 2a	Group 2b
Trusted Government Issued Documents	Financial/Social History Documents
<ul style="list-style-type: none"> <li>Current old-style UK Driving Licence (pre-1998 paper version) – Full or Provisional</li> <li>EU paper Driving Licence</li> <li>Photo Driving Licence (all countries); where a Counterpart has NOT been presented</li> <li>Birth Certificate (UK and Channel Islands) - (Issued 6 weeks AFTER date of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)</li> <li>Marriage/Civil Partnership Certificate (UK and Channel Islands)</li> <li>Adoption Certificate (UK and Channel Islands)</li> <li>HM Forces ID Card (UK)</li> <li>Fire Arms Licence (UK and Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li>Mortgage Statement (UK or EEA) (Non-EEA statements must not be accepted) **</li> <li>Bank/Building Society Statement (UK or EEA) (Non-EEA statements must not be accepted) **</li> <li>Bank/Building Society AOC (Account Opening Confirmation Letter) - (UK) *</li> <li>Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted)*</li> <li>Financial Statement - e.g. pension, endowment, ISA (UK) **</li> <li>P45/P60 Statement (UK &amp; Channel Islands) **</li> <li>Council Tax Statement (UK &amp; Channel Islands) **</li> <li>Work Permit/Visa (UK) (UK Residence Permit, valid up to expiry date)</li> <li>Utility Bill (UK) – Not Mobile Telephone *</li> <li>Benefit Statement - e.g. Child Allowance, Pension *</li> <li>A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK &amp; Channel Islands) *- e.g. DWP, the Employment Service, HMRC, Job Centre, Job Centre, Social Security</li> <li>EU National ID Card – must be valid</li> <li>Cards carrying the PASS accreditation logo (UK and Channel Islands) – must be valid</li> <li>Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)</li> <li>Sponsorship letter from future employer (Non-UK, Non-EEA applicants only)</li> </ul>
* Denoted with * - it should be less than 3 months old	** Denoted with ** - it should be less than 12 months old

Acceptable ID Doc – DBS  
Last Update: Aug16

[www.dbsdirect.co.uk](http://www.dbsdirect.co.uk)

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