



**Independent
Foster Care
Services**

Making a difference

APPLICATION FORM FOR THE POST OF:
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Branch Manager (Cardiff Office)
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Reference No:	
Date Sent:	
Date Received	

Personal Details	
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Name:	DOB:
Home Address:	
Home Telephone:	
Personal Mobile:	
Home Email:	

Professional Details

Current Position:
Date Appointed:
Office Address:
Office Telephone:
Professional Mobile:
Office Email:

Please tick to indicate where you would prefer us to contact you:	
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Home:	
Office:	

Independent Foster Care Services

Company Number 4645203

Head Office, Solva House, Springmeadow Business Par, Wentloog, Rumney, Cardiff, CF3 2ES
Tel 02920 837320 Fax 02920 837321 Email office@ifcswales.co.uk Web www.ifcswales.co.uk
Swansea and West Branch, Unit 2 (Block A), Dragon 24, Penllergaer, Swansea, SA4 9HJ
Tel 01792 222510 Fax 01792 222511 Email office@ifcswales.co.uk Web www.ifcswales.co.uk

Formal Qualifications			
Qualification	Grade	Date Awarded	School/College/University

Courses Attended			
Course Title	Course Duration	Dates Attended	Organisation Delivering Course

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Please summarise the role, duties and responsibilities of your present position:

Previous Employment

(Please list in chronological order, explaining any gaps in employment)

Post Held	Employer	Address/ Tel No	From/To	Reason for Leaving

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Supporting Information

Please provide a summary of personal and professional information you consider relevant to support your application (use additional sheets were required):

References

(Please provide two referees, one of whom must be your present Line Manager)

Referee 1		Referee 2	
Name:		Name:	
Position:		Position:	
Agency/Employer:		Agency/Employer:	
Address:		Address:	
Tel:		Tel:	
Mobile:		Mobile:	
Email:		Email:	
Do you give us permission to contact this referee prior to interview?		Do you give us permission to contact this referee prior to interview?	
Yes	No	Yes	No

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Voluntary Disclosure of Criminal Convictions	
1. Have you ever been convicted of a criminal offense?	
2. If yes, please specify the offense and the date of conviction:	
3. Have you ever been convicted of a crime involving fraud, theft, or dishonesty?	
4. Have you ever been convicted of a crime involving violence or sexual offenses?	
5. Have you ever been convicted of a crime involving drug offenses?	
6. Have you ever been convicted of a crime involving alcohol offenses?	
7. Have you ever been convicted of a crime involving domestic violence?	
8. Have you ever been convicted of a crime involving child abuse or neglect?	
9. Have you ever been convicted of a crime involving harassment or stalking?	
10. Have you ever been convicted of a crime involving false information or identity theft?	
11. Have you ever been convicted of a crime involving financial crimes or embezzlement?	
12. Have you ever been convicted of a crime involving public safety or terrorism?	
13. Have you ever been convicted of a crime involving environmental offenses?	
14. Have you ever been convicted of a crime involving intellectual property offenses?	
15. Have you ever been convicted of a crime involving cyber offenses?	
16. Have you ever been convicted of a crime involving firearms offenses?	
17. Have you ever been convicted of a crime involving immigration or border offenses?	
18. Have you ever been convicted of a crime involving national security or espionage?	
19. Have you ever been convicted of a crime involving organized crime or racketeering?	
20. Have you ever been convicted of a crime involving human trafficking or slavery?	
21. Have you ever been convicted of a crime involving war crimes or crimes against humanity?	
22. Have you ever been convicted of a crime involving international law or treaties?	
23. Have you ever been convicted of a crime involving diplomatic immunity or international relations?	
24. Have you ever been convicted of a crime involving international trade or commerce?	
25. Have you ever been convicted of a crime involving international law or treaties?	
26. Have you ever been convicted of a crime involving international law or treaties?	
27. Have you ever been convicted of a crime involving international law or treaties?	
28. Have you ever been convicted of a crime involving international law or treaties?	
29. Have you ever been convicted of a crime involving international law or treaties?	
30. Have you ever been convicted of a crime involving international law or treaties?	

By completing and signing this section I understand and agree that failure to provide a complete and honest disclosure of all my criminal convictions may result in immediate termination of employment if I am ultimately appointed. If offered an interview I also agree to complete the Enhanced Disclosure Form from the Criminal Records Bureau, and bring all required documentation to the interview.

Offence	Date Convicted	Court	Disposal / Sentence	Details

Signed:

Print Name: _____

Date:

Please complete all sections of this form, sign it in the space below, and return it to Independent Foster Care Services, Solva House, Springmeadow Business Park, Wentloog, Rumney, Cardiff CF3 2ES, no later than 2nd April 2012. Forms returned after this date will not be considered.

Signed:

Print Name: _____

Date:

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