

## EMPLOYMENT APPLICATION FORM

(Disclosure Applicable – England & Wales)

POSITION APPLIED FOR: \_\_\_\_\_

The following information will be treated in the strictest confidence.

### PERSONAL

*(Please complete this section in BLOCK CAPITALS)*

Surname:	First Name(s):
Home Address:	
Postcode:	Contact Telephone Number:
Email Address:	

Full Driving Licence: YES / NO	<i>*If Yes, please give further details including dates:</i>
Endorsements: *YES / NO	

Are you involved in any activity which might limit your availability to work or your working hours e.g. Local Government?  *YES / NO <i>*If YES, please give full details:</i>	Are you subject to any restrictions or covenants which might restrict your working activities?  *YES / NO <i>*If YES, please give full details:</i>
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Are you willing to work overtime and weekends if required?  YES / NO	Please give details of any hours which you would not wish to work:
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***The following information is only requested in order to help consider whether any reasonable adjustments might be necessary in order for you to fulfil the role.***

A person is disabled if, as defined in the Equality Act (2010), they have a 'physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities'.

**Does this apply to you? \*YES / NO \*If YES, please specify the nature of your disability below:**

You may be required, if offered employment, as part of your Application to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment?

YES / NO

Have you ever worked for this company before?  YES / NO	Have you ever applied for a post at this company before?  YES / NO	Have you ever volunteered or undertaken a student placement for this company before?  YES / NO
If YES, please give full details <i>(including dates)</i> :	If YES, please give full details <i>(including dates)</i> :	If YES, please give full details <i>(including dates)</i> :

Do you need a work permit to take up employment in the UK?	YES / NO
If you are not a British citizen or European Union National, are you entitled to take up employment in the UK?	YES / NO
<b>Do you have a work permit?</b> <i>* If yes, what are the terms of this permit / visa and the expiry date?</i>	YES / NO

## EDUCATION

School attended since age 11 - <b>(please include dates from and to)</b>	Examinations & Results
College <b>(please include dates from and to)</b>	Qualification & Results
University <b>(please include dates from and to)</b>	Qualification & Results
Further Formal Training / Job Related Training Courses	Subject
Please list any foreign languages spoken and the level of competence:	Please give details of membership of any technical or professional associations:

## PRESENT OR LAST EMPLOYER

Are you currently employed?	YES / NO
Name of present or last employer:	
Address:	
Telephone Number:	
Email Address:	
Nature of Business:	
Job title:	
Brief description of your duties:	
Length of service:	
How much notice are you required to give to your current employer?	

## EMPLOYMENT HISTORY

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name & Address of Employer	Length of Employment	Position held / Main Duties	Reason for Leaving

*(Please continue on a separate sheet if needed)*

## SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths, hobbies, interests, achievements, etc.

*(Please continue on a separate sheet if needed)*

## REFERENCES

Please provide details of **three referees** who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer. If you **haven't previously worked**, please give an academic referee / professional referee.

As you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.

Can we approach your current employer before an offer of employment is made?	YES / NO
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Name:	Name:
Position:	Position:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

REFERENCES CONTINUED	SOURCE OF APPLICATION
Name:	How did you hear of this vacancy?
Position:	
Address:	
Telephone Number:	
Email Address:	

**DISCLOSURES** *(please read this carefully before signing)*

The disclosure of a criminal record will not exclude you from appointment, unless the company considers that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offence, how long ago it occurred and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may however disqualify you from appointment or result in summary dismissal if a discrepancy is revealed once appointed.

The amendments to the Exceptions Order 1975 (2013) provide that 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 and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES / NO
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Given the nature of the job applied for, in the event that a position is offered, any offer of employment is subject to information disclosed to the Company by the Disclosure and Barring Service (DBS). If your current DBS is not 'Live' there is an initial cost to be paid of £57.80, and a further £13.00 subscription fee which must be paid annually enabling your DBS to be kept 'live' and current via the Update Service system online.

**Because this position involves the care of children employment is dependent on the following:**

- 1) Your written consent and relevant documentation to be able to obtain an enhanced disclosure certificate from the Disclosure and Barring Service
- 2) Such disclosure being acceptable to us
- 3) Proof of identity - birth or marriage certificate and passport / photo card driving licence
- 4) A minimum of 3 satisfactory references
- 5) Completion of a health declaration – evidence of your physical and mental suitability for your work
- 6) A successful 6 month probation period

If you are successful and you are invited for an interview, you will be asked the following question; ***so please bear this in mind:***

Have you ever been involved with Social Services or other agencies in respect of; your own children, partner's children or family and friends children?

## DECLARATION

I declare that the information given in the form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in the strictest of confidence by the Company, for the purpose of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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*If you are successful in securing an interview, you will be asked to provide proof of your eligibility to work in the UK, identification (passport, photocard driving licence etc.) and any certificates of qualifications relating to the post that you are applying for.*

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FOR OFFICIAL USE ONLY:	
Date Received:	
Interview Date and Time:	
Interviewed By:	
Further Action:	