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Employment Application Form

Confidential

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. The form is divided into three parts. Please complete all three parts. Please do not separate any part of the form. Where the application is successful the Company may wish to process this information (as updated periodically) for administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998. Please also note that the Company may approach third parties to verify the information that you have given. By signing this form you will be providing the Company with your consent to process your information for these purposes.

On completion please return this form to:

Surname:	
Forenames:	
Position applied for:	
Address:	

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Personal information

Surname:		
Forenames:		
Address:		
Contact details:		Tick preferred method of contact
Email		
Telephone: Home		
Mobile:		

Driving Licence

Do you hold a current driving licence?	
Is it Full or Provisional?	
What categories does it cover?	
Is it free of endorsements?	
Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended)).	

Adjustments

Are there any adjustments that may be required to be made should you be invited for interview? If yes, please give details:	
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References

Please indicate two people who can provide a reference for you – one of whom should be your present or most recent employer.

Name		Name	
Address		Address	
Telephone		Telephone	
Email		Email	
Occupation/Relationship to you		Occupation/Relationship to you	

I give/do not give permission to take up my reference prior to an offer of employment being made. (Please delete as appropriate).

Employment History

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer. Please explain any gaps.

Name and full address of employer; nature of business.	Job title(s); key responsibilities & key achievements]Reason for leaving and date of leaving

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Please continue on a separate sheet if necessary

If any of the above positions involved working with vulnerable adults or children, please indicate below contacts details of someone who can verify your reasons for leaving.

Name of Employer	Name of person to contact and position within the company		Telephone Number

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Educational, technical and professional qualifications

Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership.

Personal Development

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable.

Other Skills

Languages spoken/written (please indicate level of competence).

Computer literacy (please specify software and level of competence).

Do you have armed service/public duty commitments?
(e.g. are you a member of the TA/ a JP/ a councillor, etc.)

If yes, please give details:

Other Information

How/where did you hear about this vacancy?

Have you made an application to this Company before?

If yes, please give details:

Are you currently eligible for employment in the UK?

Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel

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document showing an authorisation to reside and work in the UK

You will be asked about any criminal records, and the Company's commitment to undertake criminal records checks with the Disclosure and Barring Service if you are invited for interview.

Data protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

Declaration

I declare to the best of my knowledge and belief that all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (if this is required for the role), a probationary period and (if the Company believes it appropriate) a medical report, all of which must be deemed by the Company as satisfactory.

Signed:

Date:

Please return your completed application form to:

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Employment History (Continued)

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer. Please explain any gaps.

Name and full address of employer; nature of business.	Job title(s); key responsibilities & key achievements	Reason for leaving and date of leaving

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If any of the above positions involved working with vulnerable adults or children, please indicate below contacts details of someone who can verify your reasons for leaving.

Name of Employer	Name of person to contact and position within the company	Telephone Number

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Employment Application Form – Annex

Criminal Records

What does the law say about disclosing criminal records when applying for jobs?

The Rehabilitation of Offenders Act 1974 (ROA) allows most convictions (and cautions) to be considered spent after a specified period of time. Once a caution or conviction is spent the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence. This means that jobseekers with criminal records have the right to legally withhold such information from a prospective employer when applying for most jobs. The specified period of time is determined by the sentence or disposal that was received in respect of a particular offence.

All employers are entitled to ask applicants to disclose details of any convictions which are not yet spent (i.e. unspent) under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The Company will, therefore, ask all prospective employees, irrespective of the position applied for, if they have any convictions which are, on the date of the application, considered to be “unspent” and should therefore be declared. Most positions in the Company, however, are considered to be exempt from the provisions of ROA, and all convictions, spent, or unspent, must be declared. This is due to the fact that the work of the Company is almost wholly concentrated towards the provision of care services, often intimate, to children and/or vulnerable adults.

In addition to asking job applicants to declare their criminal record, if they have one, the Company will also make a joint application, with the applicant for a criminal record check with the Disclosure and Barring Service (DBS). The check will be at one of the following levels:

Standard check – To be eligible for a standard level DBS check, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

Enhanced check – To be eligible for an enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) Regulations.

Enhanced check with children’s and/or adult’s barred list check(s) – To be eligible to request a check of the children’s or adult’s barred lists, the position must be eligible for an enhanced level DBS check as above and be specifically listed in the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).

These checks are essential in confirming that any applicant is neither unsuitable for the role applied for, or are in fact barred from undertaking such a role.

Such checks will only be undertaken once an applicant has been given a provisional offer of employment by the Company.

Asking for information about criminal records

In line with recommended best practice the Company does not seek information about criminal records as part of the initial selection process, i.e. with the job Application Form. This will ensure that there is no undue bias introduced at the earliest stage of the recruitment process.

Rather, all Job Applicants **selected for interview** will be asked to confirm details of any criminal records, in writing, in a format prepared by the Company, and asked to bring such a completed form with them to interview.