

**Photograph**

## **Application Form**

<b>Post Applied For:</b>									
<b>Title:</b>		<b>First Name(s):</b>							
<b>Surname:</b>		<b>Date of Birth:</b>							
<b>Telephone Number:</b>		<b>Mobile Telephone Number:</b>							
<b>Address:</b>									
<b>Postcode:</b>									
<b>Email Address:</b>									
<b>National Insurance Number:</b>									
<b>Minimum hours available to work:</b>									
<b>Maximum hours available to work:</b>									
<b>Do you hold a current full driving licence?</b>	Yes / No								
<b>Do you have a clean driving licence?</b>	Yes / No								
<b>Do you have access to a car during work hours?</b>	Yes / No								
<b>Do you have business insurance?</b>	Yes / No								
<b>Are you entitled to work in the UK?</b>	Yes / No								
<b>Are you registered with the DBS online update service?</b>	Yes / No								

Education and Qualifications			
<b>Secondary School:</b>			
<b>Date from:</b>		<b>Date to:</b>	
<b>Subjects:</b>	<b>Grade:</b>	<b>Subjects:</b>	<b>Grade:</b>
<b>College:</b>			
<b>Date from:</b>		<b>Date to:</b>	
<b>Subjects:</b>	<b>Qualifications Gained:</b>	<b>Grade:</b>	
<b>University/Further Education:</b>			
<b>Date from:</b>		<b>Date to:</b>	
<b>Subject:</b>	<b>Qualifications Gained:</b>	<b>Grade:</b>	

[illegible]

<b>Employment History</b>				
<b>You are required to provide a full employment history</b>				
<b>Current Employer:</b>				
<b>Address:</b>				
<b>Reason for Leaving:</b>				
<b>Job Title:</b>				
<b>Start date:</b>				
<b>Brief Description of Duties Undertaken:</b>				
<b>Notice Required in Current Job:</b>				
<b>Previous Employment - All gaps in employment must be accounted for. Please continue on an extra sheet if necessary.</b>				
<b>Name &amp; Address of Previous Employer(s)</b>	<b>Date From / To</b>	<b>Job Title</b>	<b>Main Responsibilities</b>	<b>Reason for Leaving</b>

<b>Have you ever been dismissed or requested to resign from any previous employment?</b> <b>If yes please provide details below.</b>			Yes / No
<b>Name &amp; Address of Previous Employer(s)</b>	<b>Date</b>	<b>Type of Employment</b>	<b>Reason for Dismissal/Request to Resign</b>
<b>Have you ever been the subject of formal disciplinary action in any previous employment?</b> <b>If yes please provide details below:</b>			Yes / No
<b>Name &amp; Address of Previous Employer(s)</b>	<b>Date</b>	<b>Type of Employment</b>	<b>Details of Formal Disciplinary Action</b>

<b>Statement in Support of Application</b>
<p><b>Please use this section to provide information to support your application. Refer to the job description and person specification to support your application and provide specific examples where possible.</b></p>
<b>What motivates you to work in Social Care?</b>

**Why do you want to work for our organisation?**

**What skills and values would you bring to the role?**

**How would you promote our clients' independence?**

**Give an example of how you have promoted dignity and respect.**

**Give an example of how you have demonstrated compassion.**

**Give an example of something you have achieved as part of a team.**

**Please use this space to provide any other information in relation to your application.  
This could include voluntary work, life experience or transferable skills.**



### References

**Please provide three references, one of which must be your current/last employer. If you have previously worked in health and social care please provide reference details for these employers.**  
**When stating an employer for a reference please provide their business address, not their private address.**  
**Relatives and friends may not be used as a referee.**  
**References will only be contacted after an offer of employment has been made.**

#### Reference 1 (Current/Most Recent Employer)

<b>Name:</b>		<b>Relationship/ Job Role:</b>	
<b>Address:</b>			
<b>Email:</b>		<b>Telephone:</b>	
<b>Date from:</b>		<b>Date to:</b>	

#### Reference 2

<b>Name:</b>		<b>Relationship/ Job Role:</b>	
<b>Address:</b>			
<b>Email:</b>		<b>Telephone:</b>	
<b>Date from:</b>		<b>Date to:</b>	

#### Reference 3

<b>Name:</b>		<b>Relationship/ Job Role:</b>	
<b>Address:</b>			
<b>Email:</b>		<b>Telephone:</b>	
<b>Date from:</b>		<b>Date to:</b>	

### Disclosure of Criminal Background

**Due to the nature of the service we provide, all offers of employment will be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service (DBS).**

**The post for which you are applying does not entitle you to rely on the Provisions of the Rehabilitation of Offenders Act 1974. All previous convictions must be disclosed.**

**If you disclose that you have a criminal conviction, and your application is successful, this will be discussed in confidence at interview.**

**If you do not disclose any convictions you have then this may result in your application being rejected, or any conditional job offer you have received being withdrawn. If you are appointed, this non-disclosure may later lead to your dismissal.**

**Any applicants who disclose convictions will be treated fairly, and will be provided with the opportunity to evidence their suitability for the post for which they are applying.**

**Any information provided will be kept confidential, and will only be used in relation to your application. Only convictions relevant to the post for which you are applying will be taken into account.**

**Have you ever been convicted of a criminal offence?  
 If yes, you will be asked to provide details if selected for interview.**

Yes / No

### Conflict of Interest/Relationships

**Do you have a pre-existing relationship with anyone associated with the organisation or any of the people we support?  
 This may be a family relationship, friendship, or other.  
 If yes, please provide the information requested below:**

Yes / No

**Name:**

**Relationship With You:**

**Relationship With The Organisation  
 e.g. staff member, person we support**

<b>Are you aware of any other conflicts of interest you may have with the organisation?</b> <b>If yes please provide detailed information.</b>		
<b>Where did you hear about this position?</b>		

<b>Declaration</b>	
<p><b>I declare that to the best of my knowledge and belief all the information I have provided in this application form is true and correct.</b></p> <p><b>I understand that providing incorrect information or deliberately concealing any relevant information, may result in disqualification from the selection process, or any conditional job offer you receive being withdrawn. If you are appointed, this may later lead to your dismissal.</b></p>	
<b>Signature:</b>	<b>Date:</b>

**Please return your completed application to us by post or email.**