



Application Form

Please Note: the following information will be treated in the strictest confidence. Please complete in type or black ink and ensure that every section is completed, even if **Not Applicable**.

POSITION APPLIED FOR:

HOME APPLIED FOR:

Personal Details

Title: **Surname:** **Forename(s) in full:**

Previous Names & Dates of when name was used (if applicable):

Current Address:

Postcode:

Previous Address/es to cover the last 5 years (including time at address/es)

Date of Birth: **Age:**

Day Time Telephone Number:

Mobile Telephone Number:

Email Address:

National Insurance Number:

Do you need a work permit to work in this country:

Do you hold a full driving license:

Licence number:

Do you own a Vehicle:

Do you have any endorsements?

If YES, please give further details including dates:

If applicable, please provide a continuous five-year address history with dates:

Do you have a DBS on the update system?



If yes, please provide the DBS certificate number.

Do we have your permission to check this certificate?

Education & Qualifications (chronological order):

Place of Study	Dates to/from	Course Title	Qualification

Training – please include any special training or short courses relevant to this application

Course Title	Organising Body	Date



Full Employment History: Please give details of ALL your past employment including any voluntary work, excluding your present or last employer and stating the most recent first and leading to when you left formal education.			
Name and Full Address of Employer (including postcode) If the role was working with either vulnerable adults or children, please provide us with an email address and phone number.	Dates From-To (Exact)	Position Held/Main Duties	Salary & Reason for Leaving
Company name: Address of Employer: Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			



Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			
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Company name: Address of Employer: Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			
Company name: Address of Employer: Email: Contact number:			



Gaps in Employment - Please provide information on any gaps in employment (the information given here will be discussed with you at interview)

From (Month/Year)	To (Month/Year)	Reason

Present or Most Recent Employer

Are You Currently Employed:

Was this role working with either vulnerable adults or young people?

Name & Address of Employer:

Postcode

Telephone Number:

Email Address:

Job Title:

Date Appointed:

Brief Description of Duties:

Salary/Wages:

Other Benefits / Bonuses:



Reason for leaving:	
Supporting Statement - drawing upon your knowledge, skills, and experience explain evidence of your suitability for the post. Continue additional sheets of paper if necessary	
References - In line with schedule 2 of the Children's Homes Regulations 2015, we are required to have 5 complete years of work references and we reserve the right to contact any other previous employer for a reference, as we shall need evidence that your full work history since leaving education has been verified. We cannot make an offer of employment without a minimum of 5 full years of checkable references. We will not confirm an offer of appointment until we have received all satisfactory references and verbal confirmation has been received.	
Reference 1 Was this role working with either vulnerable adults or children? Professional or Character: Name: Position: Address: Telephone Number: Email Address: Relationship:	Reference 2 Was this role working with either vulnerable adults or children? Professional or Character: Name: Position: Address: Telephone Number: Email Address: Relationship:
Reference 3 Was this role working with either vulnerable adults or children? Professional or Character: Referee Name: Position:	Reference 4 Was this role working with either vulnerable adults or children? Professional or Character Referee Name: Position:



Address: Telephone Number: Email Address: Relationship: Reference 5 Was this role working with either vulnerable adults or children? Professional or Character: Referee Name: Position: Address: Telephone Number: Email Address: Relationship:	Address: Telephone Number: Email Address: Relationship: Please note below if you do NOT want your referee's to be approached prior to any interviews: Referee 1: Referee 2: Referee 3: Referee 4: Referee 5:
Absences	
How many periods of absences have you had in the last two years? 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> 7+ <input type="checkbox"/>	
How many days absent have you had in the last two years? 1-7 <input type="checkbox"/> 8-21 <input type="checkbox"/> 22+ <input type="checkbox"/>	
Are there any ongoing medical conditions that will require additional support? If yes, please provide details. 	
Are you currently awaiting any medical treatment for any health conditions? If yes, please provide details. 	



Equality and diversity

We are committed to meeting the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Gender Male Female Other Prefer not to say

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups



White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other Mixed or Multiple ethnic background, please write in:

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual Undecided Prefer not to say

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say

If other religion or belief, please write in:

Disclosure of Convictions/disciplinary/investigations

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As a result, you are legally required to disclose the following information:

1. All convictions, cautions, and bind-over orders – You must declare these regardless of whether they are considered 'spent' or 'unspent' under the Act, and regardless of whether they occurred when you were an adult or a juvenile.
2. Ongoing police investigations or legal proceedings – If you are currently under investigation or facing proceedings that could result in a conviction, caution, or bind-over order, you must disclose this information.

Failure to fully disclose any of the above may result in disciplinary action, which could include:



- **Misrepresentation or dishonesty** – If you do not declare past convictions, it may be considered a breach of trust, leading to disciplinary action up to and including dismissal.
- **Failure to comply with legal requirements** – non-disclosure could indicate non-compliance with safeguarding regulations, which may result in formal disciplinary measures.
- **Risk to organisational reputation and compliance** – Undeclared social care involvement or disciplinary history could pose a safeguarding risk, which may lead to termination of employment.

Declaration

I certify that the information given above is true. I understand that failure to disclose convictions will disqualify me from appointment.

I hereby give consent to the company completing such checks as are necessary with records held by the Company and/or other agencies to verify the information provided above.

I further understand and agree that if, for whatever reason, my application is either refused or withdrawn, but the information is revealed which leads the company to conclude that I may pose a risk to vulnerable adults and/or children, it will keep this information for an appropriate period.

I understand that the company may reveal this information to any other agency or company. I understand that, if practicable, I will be alerted before such a disclosure and be invited to comment.

If you take up employment you must inform the person with personnel responsibilities of any cautions, bind-over orders or convictions you sustain during the subsequent course of your employment.

FAILURE TO DO SO WILL LEAD TO A DISCIPLINARY INVESTIGATION OR AN APPLICATION FOR EMPLOYMENT NOT BEING APPROVED.

Signed:

Date: