

APPLICATION FORM

Please complete this form clearly and return it for the attention of HR Manager, Golfa Hall, Welshpool, Powys SY21 9AF or The Oaks, Redhill, Telford, TF2 9NZ. **Only information provided on this application form will be considered by the panel.** Curriculum vitae will be accepted as additional information. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. *Continuation sheets may be added if necessary.*

1. Position Applied For **England/ Wales (*delete as appropriate)**

2. Personal Details

Forename:	Surname:
Title:	Phone number:
DOB:	NI Number:
Address:	Postcode:
Email Address:	

Do you have the right to work in the UK?	Yes	No
Note: the company will require proof of your right to work before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996		
Do you have a Full clean, current driving licence? If no, please give details:	Yes	No
Are you a confident driver, with at least 6 months driving experience?	Yes	No
Are you in good health? Please give details of any ill health and any medication/medical treatment you are receiving:	Yes	No
Do you have any booked holiday arrangements? If yes, please give dates	Yes	No
If your application is successful on what date would you be able to start work?		

3. Education (Additional employment may be attached on a separate sheet of paper)

From	To	Type of School (i.e. Grammar/ Secondary)	Examinations Taken. Qualifications Gained. Grades. Awarding Body

4. Further/ Higher Education

From	To	Name of Institution Full – or- Part Time	Subjects Taken. Qualifications Gained. Grades/Degree Obtained. Awarding Body

5. Membership of Professional Organisation

Grade of Membership (Where appropriate)	Date Joined:	Institute/ Organisation
Are you registered with the Care Council for Wales?		

6. Employment Record (Please list chronologically, starting with current or last employer)

Please do not leave any gaps in employment history

Name and Address of Employer/Nature of Business:	From: Month/Year	To: Month/Year	Job Title:	Final Salary and Reason for Leaving

7. Training

Details of training courses attended, and awards achieved, including dates and organisation.

8. Please state why you applied for this job and why you believe that you have the necessary skills or experience and aptitude:

Criminal convictions/cautions/disqualified persons/investigations

1. Have you ever pleaded guilty, been convicted or been cautioned by a Police Officer for any criminal offence?

Yes/No

2. Have you ever been subject to, or interviewed as a potential suspect or investigated in relation to, disciplinary matters or allegations against you in any of your previous employment?

Yes/No

3. Have you ever been subject to, or party to, court proceedings involving any social services authority or its equivalent, here or abroad that has resulted in removal of children or adults from your care, or the imposition of a statutory supervision order?

Yes/No

4. Have you ever been refused registration or cancelled from an official register of:

- Child minders
- Day care providers
- Private fostering
- Registered care homes or children's homes

Yes/No

If yes to any of the above, please give details:

Additional disclosures:

a) Is your application part of our 'Refer a Friend' scheme. i.e have you been encouraged to apply by an existing employee? Yes/ No

If yes, please provide their name.....

b) Does your digital footprint contain any content that might bring your values or suitability to work with vulnerable children into question? Yes/No

If yes, please make reference to these in your personal statement or in a separate covering letter.

Note: We may undertake cursory searches as part of our vetting process. We accept that individuals can have histories in their online lives as much as in their physical lives. Transparency and reflection are valued in our service.

References

Please give the details of **three** work related referees, **including your current or most recent post.** Referees will not be contacted prior to you being offered a position. We also require details of **all** previous jobs **working in the care industry,** in order to obtain references. **We will only accept one referee from each employer, which would ideally come from the HR Department or Direct Line Manager**

Name: Company: Position: Address: Email: Tel:	Name: Company: Position: Address: Email : Tel:
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DATA PROTECTION STATEMENT

We will process the personal information provided by you in the application form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 1998, to assist us in considering your application for employment and, if you become an employee, for purposes relating to your employment.

For selection purposes, your personal information will be considered by appropriate individuals within the organisation. Any appointment will be subject to satisfactory references and advanced DBS check.

Should your application for employment be unsuccessful your personal information will be held for a maximum of 6 months. After this period your application form and any associated documents will be disposed of in a confidential and responsible manner.

If your application is successful, all of your personal information (including sensitive information) provided on your application form, and any information provided by you now or in the future, may form part of your personal file and will be held confidentially. Your personal information will be processed to assist in the service and administration of the Company's employment practices e.g. payroll & pension. Your supervisor may also have access to your personal information to assist in line management duties e.g. Professional Development/Appraisal Reviews.

Should you leave the Company's employment, your personal information will be retained for a reasonable period of time in line with Personnel practice, including the purposes of providing references and dealing with queries in connection with your employment.

DECLARATION

I declare that to the best of my knowledge and belief all the statements and information given in this form are true and complete, and that I have not withheld any material fact. I understand that any appointment will be made on the basis that the information given on this form is true and correct. I understand that if I have failed to disclose information or have given incorrect information this may result in an offer of appointment being withdrawn, or in disciplinary action or summary dismissal at a later date.

I have read and understood the Data Protection statement and consent to the Company processing my personal information as described above

Name:

Signature:

Date:

EQUAL OPPORTUNITY AND DIVERSITY FORM

We are committed to promoting equal opportunities and diversity in employment, in respect of our recruitment and selection procedures and in ensuring that all employees receive equal treatment in employment.

We seek to employ a workforce which reflects the diverse nature of our community and value the contribution of each individual regardless of sex, age, marital status, disability, sexual orientation, race, colour, religion, ethnic or national origin.

Responses will be treated in the strictest of confidence. The information you provide will be used for statistical analysis only and will assist in evaluating the Company's progress towards improvements in its diversity strategy. We would, therefore, be grateful if you would complete the details below in line with our commitment to promoting diversity.

The information will be held in compliance with the Data Protection principles as set out in the Data Protection Act 1998. Should you become an employee, we will seek periodic confirmation from you as to its accuracy.

Name:

Position Applied For:

(Please tick the appropriate boxes)

Gender:

Female Male

NATIONALITY:

Age Range

<input type="checkbox"/>	22-30
<input type="checkbox"/>	30-39
<input type="checkbox"/>	40-49
<input type="checkbox"/>	50-59
<input type="checkbox"/>	60-69
<input type="checkbox"/>	70+

Disability

We are committed to ensure people with disabilities are treated fairly and well, to enable them to carry out their role effectively. The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability?

Yes No

If yes, please give details:

Do you think you will require the Company to make any reasonable adjustments/special facilities to attend our offices and do your work?

Yes No

Are you registered disabled?

Yes No

ETHNIC ORIGIN

I would describe my Ethnic Origin as:

- | | |
|--|--|
| <input type="checkbox"/> White - British
<input type="checkbox"/> White - Irish
<input type="checkbox"/> Any other white background
<input type="checkbox"/> Mixed – White and black Caribbean
<input type="checkbox"/> Mixed – White and black African
<input type="checkbox"/> Mixed – White and Asian
<input type="checkbox"/> Any other mixed background
<input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Asian or Asian British - Pakistani
<input type="checkbox"/> Asian or Asian British – Bangladeshi
<input type="checkbox"/> Any other Asian Background
<input type="checkbox"/> Black or black British – Caribbean
<input type="checkbox"/> Black or black British – African
<input type="checkbox"/> Any other black background
<input type="checkbox"/> Chinese
<input type="checkbox"/> Any Other |
|--|--|