

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 should 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 **The Oaks Telford/ Golfa Welshpool (*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. Driving Licence, Passport, 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 UK driving license?	Yes	No
Do you have any points or endorsements on your UK driving license? If yes, please give details:	Yes	No
Are you a confident driver, with at least 6 months UK driving experience?	Yes	No
Do you have any booked holiday arrangements? If yes, please provide dates	Yes	No
If your application is successful on what date would you be able to start work?		

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

From	To	Name of the organisation	Qualifications Gained.

4. Further/ Higher Education

From	To	Name of the organisation	Qualifications Gained.

5. Membership of Professional Organisation

Grade of Membership (Where appropriate)	Date Joined:	Institute/ Organisation
Are you registered with the Social Care Wales?	Yes	No

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

Please complete all boxes and do not leave any gaps in employment history, including unemployment or any other break 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

(Additional employment can be attached on a separate sheet of paper if necessary)

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:

Important Information

**Please note working in our organisation requires a wide range of domestic and leisure activities with young people, and the occasional need to manage behavior (full training provided).
By completing and signing this application, you are confirming you have the ability to do this.**

Criminal convictions/cautions/disqualified persons/investigations. Please delete accordingly

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 disciplinary action (including investigations into your conduct) 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:	
<ul style="list-style-type: none"> - Child minders - Day care providers - Private fostering - Registered care homes or children's homes 	
Yes	No

If you have answered **YES** to any of the above, **please give details**

This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability. Failure to disclose this information may result in any offer of employment being withdrawn.

Where the post applied for involves access to children, an enhanced DBS check will be carried out. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceedings and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal. Any information given will be confidential and will be considered only in relation to this application.

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 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.** **If you have only had one employer then we will accept a reference from an education setting or a character reference.**

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**

<p>Name:</p> <p>Company:</p> <p>Position:</p> <p>Address:</p> <p>Email:</p> <p>Tel:</p>	<p>Name:</p> <p>Company:</p> <p>Position:</p> <p>Address:</p> <p>Email :</p> <p>Tel:</p>
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Name:

Company:

Position:

Address:

Email:

Tel:

Please provide any additional information you wish to include in your application.

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:
Date:

Signature: