

Job Application Form

Safe and fair recruitment commitment

Our organisation is committed to safeguarding and promoting the welfare of adults at risk and/or children and expects all our staff and volunteers to share these values. We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender re-assignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us all the relevant information that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner. Suitable applicants will not be refused employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in – the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

If you have any special requirements to support you to complete this form (e.g. the need for large print or additional time), please contact our Recruitment Manager.

Post details			
Post applied for		Vacancy reference	
Closing date		Where did you see the post advertised?	

Personal details			
First name(s)		Last name	
Address		Home number	
		Mobile number	
		Work number	
		Email	
Postcode		Preferred contact method	
National Insurance number			

Education

Please include all periods of any post-secondary education or training.

School/college/university	Dates	Qualifications	Subject and grade	Full/part time study

Professional registration

Professional body	Registration/membership level	Date awarded

Supporting statement (please give details of your skills, abilities, experience and personal qualities to demonstrate how you meet the criteria in the person specification, using examples wherever possible)

Current employment

Are you currently in employment? (if no go straight to the next section)		Yes	No
Name and address of employer			
Current job title			
Start date		End date (if applicable)	
Contract type (permanent, temporary etc)		Notice period	
Salary (including allowances)		Reason for leaving	
Key duties			

Employment history

Please provide full employment history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates.

IMPORTANT NOTE: When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details

Employer's name and address	Dates	Post held and duties	Reason for leaving
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[illegible]

Gaps in employment, education or training history

Please detail each period (of more than four weeks) when you were not in employment or education training.

From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history

Supporting statement (please give details of your skills, abilities, experience and personal qualities to demonstrate how you meet the criteria in the person specification, using examples wherever possible)

Referees

Please provide contact details for at least two referees who are able to comment on your suitability for the job applied for. You are responsible for providing accurate contact details so that referees can be contacted.

The first referee MUST be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).

Professional references will not be accepted from work colleagues who are not authorised to provide professional references in an official capacity on behalf of the organisation, or from people writing solely in the capacity of friends, or from relatives.

	Referee 1	Referee 2
Full name		
Position		
Address		
Telephone		
Email		
	Referee 1	Referee 2
Full name		
Position		
Address		
Telephone		
Email		

Our organisation will seek references on successful candidates, and will approach previous employers for information to verify particular experience or qualifications. If you are currently working with adults at risk and/children, your current employer will be asked about disciplinary offences relating to adults at risk and/children (including any conduct related to safeguarding concerns which the penalty is 'time expired'), and whether you have been the subject of any safeguarding related investigations or concerns, and if so, the outcome of any enquiry or disciplinary procedure including any referrals to Disclosure and Barring Service (DBS), other professional bodies or the police.

If you are successful at interview, any offer of employment will be subject to receipt of two satisfactory references and any additional pre-employment checks.

Declarations

Relationships		
Are you a relative or a partner of, or do you have a close personal relationship with any employee of [insert organisation name]?	Yes	No
If yes, please state their full name, post title and place of work		
Have you previously been employed or sought employment with [insert organisation name]?	Yes	No
If yes, please provide details		

Right to Work		
Do you require permission to work in the UK? (you will be required to provide evidence of eligibility to work in the UK)	Yes	No

Criminal record checks

We will only ask those candidates who have been selected for interview to complete a criminal record self- declaration form or provide a written disclosure statement to give them the opportunity to provide sufficient information. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position. We will only carry out criminal record checks with DBS on successful candidates at the appropriate level for the role applied for.

Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any finding of serious misdirection or intent to deceive will result in an application being disqualified or, if appointed, disciplinary action being taken and/or dismissal.

DBS barred lists			
This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS with barred list check (i.e. adults, children or both).			
It is a criminal offence to apply for or accept a position working with adults at risk and/children if you have been barred from engaging in regulated activity with the relevant group (i.e. adults, children or both).			
Are you included in the list of people barred from working with adults maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006?	Yes	No	N/A
Are you included in the list of people barred from working with children, maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006?	Yes	No	N/A

If you are not currently barred from working with adults at risk and/children under the Safeguarding Vulnerable Groups Act 2006, have you been referred to the Disclosure and Barring Service (DBS) for consideration to be added to one of the barred lists?	Yes	No
If yes, please provide details		
Conduct declaration		
Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country? Sanctions may include: Warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration.	Yes	No N/A
If yes, please provide details and details of any sanctions and, the name and address of the regulatory or licensing body concerned.		
Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position previously held by you?	Yes	No
If yes, please provide details		
Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you?	Yes	No
If yes, please provide details		

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. I understand that if I am appointed, personal information about me may be stored for personnel/employee administrative purposes in accordance with relevant Data Protection legislation, including UKGDPR/DPA 2018 and any other UK legislation which supports it. . Our organisation will process the data you give us to determine your suitability for the role you have applied for as part of the recruitment process and the ongoing employment relationship if appointed. In submitting this form, I give my authority for use of my personal data for the purposes outlined above.			
Signature		Date	
All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful your details will be kept for a period of 6 months and then destroyed.			

Disability Confident Employer



Our Disability Confident Employer badge recognises that we:

- have undertaken and successfully completed the Disability Confident self-assessment
- are taking all of the core actions to be a Disability Confident employer
- are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people.

OFFICE USE ONLY			
1. First Contact/Communication			
Application Pack sent Application form Job description Person's specification Privacy policy	//	Application receipt acknowledged	//
Application received:	//	Application acknowledged:	//
Equal Opportunities questionnaire removed and recorded anonymously:			//
2. Shortlisting			
Interview date:	//		
Shortlisted - Notified of interview date:	//	Not shortlisted - Informed of decision:	//
3. Selection			
Yes: offered employment:	//	No: Informed of decision:	//
4. Employment checks			
Evidence of qualifications received:	//	Evidence of eligibility to work in the UK received:	//
Reference 1 requested:	//	Reference 1 received:	//
Reference 2 requested:	//	Reference 2 received:	//
Reference 3 requested:	//	Reference 3 received:	//
Reference 4 requested:	//	Reference 4 received:	//
Reference 5 requested:	//	Reference 5 received:	//
Reference 6 requested:	//	Reference 6 received:	//
References satisfactory?	Y / N		
Online DBS check:	//	DBS check received:	//
DBS checks satisfactory?	Y / N		

Medical check sent:	/ /	Medical check received:	/ /
Medical check satisfactory?	Y / N		
5. Appointment			
Start date:	/ /	Statement of Particulars sent:	/ /