

# APPLICATION FORM

## Part one – your personal details

Title (Mr, Mrs etc.)  Sex Female  Male

First names  Last name

Previous name (if applicable)

First names  Last name

Address

Post code

Home phone number

Mobile phone number

Email address

**NI number**

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**Do you have the use of your own vehicle for work?**

Yes

No

**Do you have a current driving licence**

Yes

No

**Licence Groups:**

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**Licence Expiry Date:**

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**Details of any Endorsement(s):**

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**How did you hear about this job?** (Indeed, Google, website, word of mouth etc.)

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**If you were told about this job by someone that works for us, please tell us their name:**

**Do any other of your close friends or relatives already work for us?**

Yes  No

*If you answered 'yes', please give their names here:*

**Can you prove that you are legally entitled to work in the UK?**

Yes  No

*If you answered 'yes', what document/s will you provide to prove this? (e.g.*

*example xxxxxxxx)*

## Part two – your availability

It is really important to us that we know when you are available for work so please do your best to ensure that the information you provide in this section is correct.

**What is the earliest date you could start work with us?**

...../...../.....

**Do you have any holidays etc. already booked?**

Yes  - please give dates below

No

**Please tick here to indicate when you would usually be available for work:**

	Morning	Lunchtime	Teatime	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




Do you have an NVQ/QCF level 2 (or above) in Health & Social Care? Yes  No

Have you completed the Care Certificate (England only)? Yes  No

*If you answered 'yes' to either of the above, you must provide a certificate or other evidence of completion.*

**Please tell us about any other training that you have undertaken:**

Training / Course Name Attended	Date

**Please tell us about any professional bodies you are a member of or registered with:**

Body	Description (e.g., CIPD)

**Please tell us about the languages you can speak and/or write:**

Language	Competency level (e.g. Read & Write basic, intermediate, fluent)


## Part four – your work history

We are required by law to make sure we know about the work you have done in the past, including any voluntary work, as well as the periods you may have spent out of employment, including any periods when you were not working (along with an explanation of what you were doing). You may use extra sheets if you need more space.

Please **start with your current or most recent employment and work backwards.**

From (month and year)	To (month and year)	Employer and location (or educational establishment)	Your job role (or, if studying, your course)	Why you left
			And pages 4.5 and 6	


<b>From (month and year)</b>	<b>To (month and year)</b>	<b>Employer and location (or educational establishment)</b>	<b>Your job role (or, if studying, your course)</b>	<b>Why you left</b>


**Part five – personal statement**

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

**This is your opportunity to sell yourself and (better message needed)**



## Hobbies & interests

Please detail here any hobbies and interests you have outside of work

## Part six – your referees

Please provide the details of **three** people that we can write to for a reference. The first of these people **must** be your current or most recent employer. **PLEASE NOTE:** If you have previously worked in a social care role, then you must use this previous employer as one of your referees. The other referees will ideally also be your most recent previous employers.

If you cannot provide the details of three previous employers, you may substitute one or more of these with a referee who was a former tutor or teacher when you were in formal education.

If you cannot provide details of a teacher or tutor, we may accept a personal reference from a person of professional standing (e.g., a doctor, lawyer, accountant, recognised religious leader or teacher) who knows you, either professionally or personally.

**You must not give the names of friends or relatives or colleagues that are/were not senior to you as referees. All references will be verified.**

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### First referee (should be current or most recent employer)

Referee's name	<input type="text"/>	Position	<input type="text"/>
Name of organisation, school or college	<input type="text"/>		
Address and post code	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Dates of employment or study	<input type="text"/>	to	<input type="text"/>
	month	year	month year

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### Second referee

Referee's name	<input type="text"/>	Position	<input type="text"/>
Name of organisation, school or college	<input type="text"/>		
Address and post code	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Dates of employment or study	<input type="text"/>	to	<input type="text"/>
	month	year	month year

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### Third referee

Referee's name	<input type="text"/>	Position	<input type="text"/>
Name of organisation, school, or college	<input type="text"/>		
Address and post code	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Dates of employment or study	<input type="text"/>	to	<input type="text"/>
	month	year	month year

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If any of the above referees are outside of the UK, please tick here to consent to our contacting them

## Part seven – criminal record

At ADSS we take our responsibility to protect the people we support very seriously. At ADSS we take our responsibility to protect the people we support very seriously. Your appointment will depend on the satisfactory completion of a criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

**Have you received any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?**

Yes  No

**To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?**

Yes  No

If you answered ‘yes’ to either of the two previous questions, **please provide details:**

.....

**Do you consent to our applying for an appropriate criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)?** Yes

**Note that** if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, we reserve the right to terminate your employment without notice. Please be aware, however, that your having a criminal record will **not** necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please ask.

### Criminal records disclosures – our policy

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

## Part eight – declarations

**Have you read and understood the job description?** Yes

Please read the following statements carefully. If there is anything you do not understand, **please ask before you sign at the bottom of the form.**

### Data protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.

2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at ([alz-dem.org](http://alz-dem.org)).

**Declaration (please read this carefully before signing the application)**

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

**Signed**

**Dated**

**What happens now?**

- If you received this form by post**, return to us along with your completed Equalities Monitoring Form. We will be in touch with you to tell you whether you will be invited to an interview.
- If you downloaded the form from the internet**, post it to the branch from which you would like to work (you will find the address on our website), making sure that you also download and complete the Equalities Monitoring Form. We will be in touch to tell you whether you will be invited to an interview.

If returning this form via email, please send the application to [recruitment@alz-dem.org](mailto:recruitment@alz-dem.org)