(Support Staff)

# Application for Employment

Private and Confidential

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| Return this form to: |  | Reference Number: |
| **recruitment@jamores.co.uk** |  |  |
| Position Applied for: |  |  |
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| Personal Details | | | |
| Name | Title: |  | |
| Forename(s): |  | |
| Surname: |  | |
| D.O.B. |  | **Nationality:** |
| Gender: |  | **Religion:** |
| Disability: |  | |
| Contact Information | Address: |  | |
| Post Code: |  | |
| Email: |  | |
| Tel No. (Home): |  | |
| Tel No. (Mobile) |  | |
| N.I Number: |  | |

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| Current Driving Licence | | | | | | |
|  | Yes: |  | No: | |  |  |
| Groups: | | |  | | |
| Expiry Date: | | |  | | |
| Details of Endorsement(s): | | |  | | |

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| Are there any restrictions on you taking up Employment in the UK? | | | | | |
|  | Yes: |  | No: |  |  |
| If Yes, Please Provide Details: | | |  | |

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| **Education & Vocational Qualification e.g. Level 3 Health &Social Care (C&YP Residential Care)**  (please complete in full and use a separate sheet if necessary) | | |
|  | Schools/College/University Names | Qualifications Gained |
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| Employment History (please complete in full and use a separate sheet if necessary) | | |
| Last/Current Employment | Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Notice Period: |  |
| Please explain any gaps in employment if this employment did not immediately follow your previous employment. |  |
| Previous Employment #2 | Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Please explain any gaps in employment if this employment did not immediately follow your previous employment. |  |
| Previous Employment #3 | Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Please explain any gaps in employment if this employment did not immediately follow your previous employment. |  |

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| Current Membership of Professional bodies (i.e. CIPD, HCPC, NMC) | |
|  | Please note any professional bodies you are a member or registered with: |
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| Professional Registration Number (where applicable) | | |
|  | Registration/PIN Number (Nursing): |  |
| Social Worker PIN Number: |  |

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| Other Employment | |
|  | Please note any other employment that you would continue with if you were to be successful in obtaining the position: |
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| Leisure | |
|  | Please note here your leisure interests, sports and hobbies, other pastimes, etc.: |
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| References (please note here referees for every position where you have worked with children and young people where we may obtain both character and work references, one must be your most recent employer) | | | | | | | |
| Reference #1 | Title: | |  | | | | |
| Forename(s): | |  | | | | |
| Surname: | |  | | | | |
| Address: | |  | | | | |
| Post Code: | |  | | | | |
| Contact No. | |  | | | | |
| Email Address: | |  | | | | |
| Position Held | |  | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |
|  | | | | | | | |
| Reference #2 | Title: |  | | | | | |
| Forename(s): |  | | | | | |
| Surname: |  | | | | | |
| Address: |  | | | | | |
| Post Code: |  | | | | | |
| Contact No. |  | | | | | |
| Email Address: |  | | | | | |
| Position Held |  | | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |
|  | | | | | | | |
| Reference #3 | Title: | |  | | | | |
| Forename(s): | |  | | | | |
| Surname: | |  | | | | |
| Address: | |  | | | | |
| Post Code: | |  | | | | |
| Contact No. | |  | | | | |
| Email Address | |  | | | | |
| Position Held | |  | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |
|  | | | | | | | |
| Reference #4 | Title: |  | | | | | |
| Forename(s): |  | | | | | |
| Surname: |  | | | | | |
| Address: |  | | | | | |
| Post Code: |  | | | | | |
| Contact No. |  | | | | | |
| Email Address: |  | | | | | |
| Position Held |  | | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |

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| Are you subject to any current/ previous disciplinary procedure and or investigation? | | | | | |
|  | Yes: |  | No: |  |  |
| If Yes, Please Provide Details: | | |  | |

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| Do you have any live written warning on your employment record? | | | | | |
|  | Yes: |  | No: |  |  |
| If Yes, Please Provide Details: | | |  | |

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| Essential Questions |
| 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). |
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| Cautions, Rehabilitations & Criminal Records |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?  YES/NO (delete as required). If YES, please give details. |
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| Special Requirements (Children’s Home) |
| Because this position involves the care of children and/or vulnerable adults, employment is dependent on  the following:   1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service. 2. Such disclosure being acceptable to us. 3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available). 4. Satisfactory written references including one from your most recent employer **(this is a Legal Requirement)**. 5. That you will supply a recent photograph of yourself for retention in your records **(this is a Legal Requirement)**. 6. Evidence of physical or mental suitability for your work. 7. Documentary evidence of any qualifications relevant for the position (this is a Legal Requirement). |

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| Declaration (please read this carefully before signing this 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. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the General Data Protection Regulation (GDPR). 3. I agree that should I be successful in this application, I will apply to the Disclosure and Barring Service for a Disclosure and 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: |  | Date: |  |

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| Data Retention (please read this carefully before signing this declaration) | | | | |
| If your application is unsuccessful on this occasion, do you consent for us to keep your data for the purpose of future suitable job vacancies within our organisation?\*\*  (*please see attached separate document: “GDPR - privacy notice for job applicant”*). | Yes |  | No |  |
| Date: |  | | | |

\*\* Please note that you can withdraw above consent at any time after the recruitment exercise period has ended, usually after 6 months.