

## Application for employment

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

### Position applied for:

If you obtained this position, would you continue in any other employment? **Yes/No**

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

Are you entitled to enter or remain in the UK and undertake the work in question? **Yes/No**

### Personal details

Title: Forename(s):

Surname:

Home address:

Postcode:

Home telephone:

Mobile:

Email:

### Work Requirements

Are you an EU Citizen ? **Yes or No**

Do you hold a British or EU passport **Yes or No**

If you don't hold a British/ EU Passport , do you have any of the following?

Student visa

Work Permit

Spousal visa

Settlement

Residency Visa

Other

Expiry Date



<b>Education &amp; Training</b> School, College, etc	<b>Dates</b>	<b>Qualifications</b>

<b>Employment History</b> Name & Address of employer	<b>Dates</b>	<b>Please explain any gaps            between employment.</b> Job titles or Duties	<b>Reasons for leaving</b>

**Driving licence, etc.**

Current driving licence? Yes/No. If yes, type of licence

Any current endorsements? Yes/No. If yes, give details

Any motoring prosecutions pending? Yes/No. If yes, give details

Do you have access to a car ? Yes/no

**References**

**Work reference:**

**Work reference:**

**Post code:**

**Post code:**

**Telephone:**

**Telephone:**

**References**

**Character reference :**

**Post Code:**

**Telephone:**

**Please detail any further information you wish to put forward in support of your application**

**Question asked under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**

Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the tasks which are intrinsic to this employment? **Yes/No** If yes, give details:

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

**Declaration**

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

**Signed:**

**Date:**

**Declaration under the Protection of Freedoms Act 2012**

The post for which you are applying is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a **criminal offence** for a 'barred person' to apply to work in a regulated activity. If you are a barred person you **must not** proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

## Declaration

Are you a barred person? Answer "Yes" or "No" \_\_\_\_\_

Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults?

Answer "Yes" or "No" \_\_\_\_\_ If "Yes", give full details:

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Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance?

Answer "Yes" or "No" \_\_\_\_\_ If "Yes", give full details

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Surname (print) \_\_\_\_\_

Forenames (print) \_\_\_\_\_

If you have previously had any other surname(s) or forename(s), you must declare all of them below and state the date of each change and the reason.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Registration/PIN number (if applicable) \_\_\_\_\_

# Statement on the recruitment of ex-offenders

## Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

## Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and in the secure handling of "sensitive personal data", e.g. DBS checks.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

**Please Check that you have completed and attached relevant documents**

Make sure you have completed signed and dated application form of employment .

Verification of gaps in employment record by appointing officer

Photographic evidence of identity

Check to confirm the right to work in the UK & national insurance, P45, P60 check tax code.

Evidence of current address – signed and verified – These must be current/valid and/or less than 6 months old

A new valid DBS enhanced disclosure –(Provider to retain a record of the unique reference number), the outcome of the check including the date the check was completed

Evidence of further checks where the member of staff has not always been resident in the UK

Expectation that the Provider re-checks enhanced DBS disclosures every 3 years

Two written references on official/headed paper where applicable, the references should be checked and confirmed by a phone call from the Provider and the reference signed and dated with the confirmation information

Copies of all/any relevant qualifications and registrations

Start date and personal contact information

Evidence of risk assessment and risk evaluation when an enhanced DBS check highlights 'trace'

Contract of employment

Record of sickness, leave and disciplinary issues, Evidence of Vaccinations current GP.

Please Post or Email

Figs Offices, Friars House Manor House Drive

West Midlands, Coventry CV1 2TE

[ceoprcareagency@gmail.com](mailto:ceoprcareagency@gmail.com)