



## APPLICATION FOR EMPLOYMENT

Position Applied For

### PERSONAL DETAILS

Title: Surname: Forename(s):

Address:

Postcode:

Email Address:

Telephone No. Home:

Mobile:

Current driving Licence? Yes/No Expiry Date: Endorsements:

Are there any restrictions on you taking up work in the UK? Yes/No

(If yes please provide details):

Registration PIN Number:

NI Number:

### EDUCATION

Schools	Qualifications	Dates



College/University	Qualifications	Dates
Other Training	Qualifications	Dates

**EMPLOYMENT HISTORY**

(Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)

Name and Address Employer	Job Title and Duties	Salary on leaving	Dates and reasons for leaving

Name and Address Employer	Job Title and Duties	Salary on leaving	Dates and reasons for leaving

## REFERENCES

Please provide details of three referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to vulnerable adults, we reserve the right to approach any past employer for a reference.

Full Name	Full Name	Full Name
Position	Position	Position
Organisation	Organisation	Organisation
Address	Address	Address
Postcode	Postcode	Postcode
Tel No.	Tel No.	Tel No.
Email:	Email:	Email:
May we approach the above prior to interview? Please circle Yes/No	May we approach the above prior to interview? Please circle Yes/No	May we approach the above prior to interview? Please circle Yes/No

**GENERAL COMMENTS** 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. Please continue on a separate sheet if necessary.

**CAUTIONS, REHABILITATION AND 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/provide a PVG Scheme Record or Scheme Record Update. Any standard/enhanced disclosure made by the Disclosure and Barring Service/Disclosure Scotland 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

**SPECIAL REQUIREMENTS (CARE SECTOR)**

Because this position involves the care of 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/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
2. Such disclosure being acceptable to us.
3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references.
5. That you will supply a photograph of yourself for retention in your records.
6. Evidence of physical or mental suitability for your work.

**DECLARATION** (Please read this carefully before signing this application)

1. I confirm that the above information 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 Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring certificated/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed: .....

Date: .....

## Policy Statement on the recruitment of ex-offenders

*As an organisation using the Disclosure and Barring Service/Disclosure Scotland to assist in assessing applicants suitability for positions of trust, the company complies fully with the relevant Code of Practice and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.*

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

*A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.*

*Where disclosure 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.*

*Unless the nature of the position allows the company to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders legislation.*

*We ensure that all those in the company 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.*

*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 may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.*

*We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.*

*Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.*