



## Application for Employment (Confidential)

<b>Position applied for</b>	
<b>Date of application</b>	

At Caring Steps we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are also committed to the values of equality and diversity and aim to treat all applicants fairly regardless of their race, gender, sexual orientation, religion, marital status, age, nationality, ethnic origin, or any disability they may have.

To enable us to process your application form, please ensure that all information is completed. All applications will be treated in strictest confidence. Please answer all of the questions in this form as fully as possible. Application forms which are not completed fully may be discounted. Where necessary please use additional sheets and attach them to the form.

Section 1: Personal Details	
<b>Title</b>	
<b>Full Name</b>	
<b>Previous name (s) you have be known by</b> <i>Including dates</i>	
<b>You current full postal address</b>	
<b>Have you lived at the above address for the past 5 years</b>	<i>If you have answered No please provide details of your address history over the past 5 years including dates</i>

Yes  No	
<b>Telephone contact details</b>	<i>Home:</i>
	<i>Work:</i>
	<i>Mobile:</i>
<b>Email address</b>	
<b>National Insurance number</b>	
<b>Were you referred by an existing employee</b> <i>(if yes, give details)</i>	
<b>Where did you hear about us</b>	
<b>Has anyone helped you complete this application form?</b> <i>If yes please provide details.</i>	

**Section 2: Educational History**

*Please list the secondary school you attended and any further or higher education qualifications you have achieved. This should be academic qualifications only as professional training is listed in the next section.*

<b>Name of secondary School(s) attended</b>	<b>Dates</b>		<b>Qualifications obtained (O/A levels, GCSE or equivalent)</b>	<b>Date Obtained</b>	<b>Grade Achieved</b>
	<b>From</b>	<b>To</b>			

Name of FE College or Universities attended	Dates		Course title/ Qualifications gained	Date obtained	Grade (including class of degree)
	From	To			

### Section 3: Professional Qualifications

*Please list any accredited professional qualifications you have achieved including Care Certificate, NVQs and Diplomas in care, BTEC, etc. In order to be paid at the qualified level (for care and Support roles) you will need to provide original certificates.*

Name of training provider/ accrediting body	Qualification achieved	Date

### Section 4: Vocational training

Please list any vocational training, for example the administration of medication, health and safety, food hygiene, etc. that you have undertaken and which is relevant to the role for which you are applying. You may need to provide documentary evidence of this training from your employer or training provider or you may be asked to repeat it in accordance with Caring Steps induction and training policies.

Name of training provider/ Organisation	Training/course title/ Qualification achieved	Date attended

### Section 5: Member of professional body

Organisation Name	Type of membership	Date of Entry

### Section 6: Employment history

*Please provide a full employment history in chronological order starting with your most recent job first. You must include all previous employers and any gaps in employment must be explained. Other voluntary experience should be covered in your personal statement. If there was a gap between jobs you must state why there was a gap and what you were doing in this time.  
(Please continue on a separate sheet if necessary and remember to attached to this application form).*

### Present/most recent employment

Name of organisation, address, nature of business.	Dates		Position held and main duties
	From	To	

<b>Current/most recent salary:</b>			
<b>Required notice period:</b>		<b>Date can take up post:</b>	
<b>Dates of any holidays already booked</b>			

<b>Previous employment/voluntary work history</b>				
<b>Name of organisation, address, nature of business.</b>	<b>Dates</b>		<b>Position held and main duties</b>	<b>Reason for leaving</b>
	<b>From</b>	<b>To</b>		

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### **Section 7: Gaps in education or employment**

**Explanation for any gaps in education or employment:**

### **Section 8: Any other relevant skills**

**Please detail any other relevant skills you feel you have that are relevant to the post you are applying for:**

### **Section 9: Hobbies and Interests**

Please comment of any hobbies or interests you have that may be relevant to your application:

**Section 10: Supporting statement**



*In a maximum of two pages, please explain why you believe you are suitable for this position, providing evidence of your experience, skills and personal attributes. Include reference to your employment history, paid and unpaid work, membership of relevant organisations and other experiences which you believe to be appropriate. Please explain why you are applying for this role. (It is recommended that you refer to the job description and person specification to complete this.)*

**Please continue on a separate sheet if necessary**

**Section 11: Other relevant information**

For Care and Support roles which operate on a shift system (i.e. those on a seven day rota) are you able to work any day of the week and on bank holidays? If not please provide more details.	
Are you related to or friends with any member of staff, manager or director of Caring Steps? If so please provide details	
Do you hold a current UK Full Driver's Licence and do you have any endorsements on your licence? If yes, please provide details.	
Are there any restrictions on your residency in the UK which might affect your right to take up this employment? If yes, please provide details below.	
If you are successful in your application would you require a work permit?	

## Section 12: Online DBS update service

*The DBS update service allows applicants to maintain DBS certificates online and send updates to new employers. This allows you to take your DBS with you when changing jobs.*

Are you registered with the DBS update service?	Yes	No
If you are registered with the online DBS Update Service, please provide the following information:		
<b>DBS Certificate number</b>		
<b>On line checking number</b>		
<b>Applicants Surname on the certificate</b>		

<b>Date of Birth on the certificate</b>	
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I hereby give Caring Steps permission to complete an online status check as part of the DBS Update Service

<b>Signed:</b>	<b>Date:</b>

**Section 13: Rehabilitation of Offenders**

*The post for which you are applying involves regular contact with vulnerable people and confidential information. Due to the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act Exceptions Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to any applications for positions to which the order applies. Please give details of any spent convictions, court-martial conviction, outstanding summons or prosecution. Any false statement could disqualify your application, or in the event of employment, any failure to disclose such convictions could render you liable to disciplinary action or dismissal*

<b>Have you ever been convicted of any criminal offence or received a police caution, reprimand, warning or bind-over for driving offences and/or any other offences?</b>	Yes	No
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*If YES, please give details of the conviction(s), caution(s), reprimand(s), warning(s) or bind-over(s) and the date(s) below*

Detail of offence(s)	Date	Penalty received

<p><b>Have you been referred to, or are you included on, the lists of individuals barred from working with children and/or vulnerable adults, disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body? If yes please give details below.</b></p>	<p>Yes</p>	<p>No</p>
<p><b>Have you ever been received a dismissal or disciplinary from work, If yes please give details below.</b></p>	<p>Yes</p>	<p>No</p>

**Section 14: Disability Status**

*Under the Equality Act 2010, a person has a disability if he/she has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.*

<p><b>Do you have a disability as defined above? If yes, please provide details.</b></p>	
<p><i>Any information you provide will remain confidential and only be used for the purpose described above and for assessing any adjustments which may be required to the application and selection process.</i></p>	

**If YES, do you require any adjustments to the application or selection process?**

**If YES, please give details:**

<p><b>If YES, do you require any adjustments to the application or selection process?</b></p> <p><b>If YES, please give details:</b></p>	
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### Section 15: References

*Please provide the names of a minimum of two employment referees covering at least the last five years of your employment history and including all jobs in care that you have had. These must be formal employers and not friends or colleagues and must include your current or most recent employer. If you have a limited formal employment history, you may provide references from your school or college or from voluntary work. Caring steps reserves the right to seek additional references where necessary or check the validity of any reference given. It is our practice to take up references only after an offer of employment has been made and accepted.*

#### Reference 1

<b>Reference 1</b>	
<b>Name of company</b>	
<b>Referee's name and title</b>	
<b>Referee's position held</b>	
<b>Referee's relationship to you</b>	

<b>Referee's address (including postcode)</b>	
<b>Referee's telephone number(s)</b>	
<b>Referee's email address</b>	
<b>How long have you known the referee</b>	

<b>Reference 2</b>	
<b>Name of company</b>	
<b>Referee's name and title</b>	
<b>Referee's position held</b>	
<b>Referee's relationship to you</b>	
<b>Referee's address (including postcode)</b>	
<b>Referee's telephone number(s)</b>	
<b>Referee's email address</b>	
<b>How long have you known the referee</b>	

<b>Reference 3</b>	
<b>Name of company</b>	
<b>Referee's name and title</b>	
<b>Referee's position held</b>	
<b>Referee's relationship to you</b>	

<b>Referee's address (including postcode)</b>	
<b>Referee's telephone number(s)</b>	
<b>Referee's email address</b>	
<b>How long have you known the referee</b>	

### Section 16: Data Protection Act

The information you have provided on this form and that obtained from other sources will be used to process your application for employment with Caring Steps and will be used and stored confidentially.

If you succeed in your application and take up employment with Caring Steps, the information will be used in the administration of your employment and to provide you with information relevant to your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process or your subsequent employment with Caring Steps.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. For successful candidate(s) the application form will form part of the personal file.

I consent to Caring steps recording and processing my personal data and sensitive personal data detailed in this application form, including for the above purposes. I understand that this information may be used by Caring steps for the purposes outlined above and in pursuance of its business purposes and my consent is conditional upon the Organisation complying with their obligations under the Data Protection Act 1998.

## Section 17 Declaration

I declare that the information I have provided in this application is accurate and true to the best of my knowledge. I understand that the provision of false or inaccurate information may disqualify me from employment or if discovered after I have commenced employment may lead to my dismissal. I further declare that I am fit to carry out the duties outlined in the job description.

**PLEASE NOTE THAT APPOINTMENT TO THIS POST WILL BE SUBJECT TO SATISFACTORY ENHANCED DBS DISCLOSURE, SATISFACTORY REFERENCES, VERIFICATION OF PROFESSIONAL QUALIFICATIONS AND VERIFICATION OF RIGHT TO WORK IN THE UK. IF YOU HAVE LIVED, WORKED OR TRAVELLED ABROAD IN THE LAST FIVE YEARS FOR THREE MONTHS OR LONGER YOU WILL BE REQUIRED TO OBTAIN A CERTIFICATE OF CONDUCT DIRECT FROM THE RELEVANT CONSULAR.**

Name: .....

Signature:

Date: .....

Please return this form to

[chaz.gill@caringsteps.co.uk](mailto:chaz.gill@caringsteps.co.uk) or [beth.lock@caringsteps.co.uk](mailto:beth.lock@caringsteps.co.uk)

**Only shortlisted candidates will be notified of the outcome of their applications; if you have not heard within two weeks of the closing date you should assume that your application has been unsuccessful on this occasion.**