**Application Form of Employment**

**Tilsley House Residential Home**

**14-16 Clarence Road South**

**Weston-super-Mare**

**BS23 4BN**

**Tel: 01934 626933**

**Fax: 01934 637843**

|  |  |  |
| --- | --- | --- |
| **Position applied for:** | | |
| **Section 1 – Personal details** | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Former name:  Preferred name: | | |
| Address: | | National Insurance number: |
| Are you currently eligible for employment in the UK?  Yes  No   Please provide details: |
| Telephone number(s):  Home:  Work:  Mobile:  Email address: | | |
| Are you related to or do you maintain a close relationship with an existing employee, manager or volunteer of the Home? If so, please provide details. | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2 – Education**  Please start with the most recent | | | | | | | |
| **Name of school/college/university** | **Dates of attendance** | | | **Examinations** | | | |
| Subject | Result | Date | Awarding body |
|  | From:  dd/mm/yy | | |  |  |  |  |
|  |  |  |
| To:  dd/mm/yy | | |
|  |  |  |
|  | From:  dd/mm/yy | | |  |  |  |  |
|  |  |  |
| To:  dd/mm/yy | | |
|  |  |  |
|  | From:  dd/mm/yy | | |  |  |  |  |
|  |  |  |
| To:  dd/mm/yy | | |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3 – Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | |
|  | | | |
| **Section 4 – Employment** | | | |
| Current/most recent employer: | | Current/most recent employer's address: | |
| Current/most recent job title: | | | Date started: |
| Brief description of responsibilities: | | | Date employment ended (if applicable): |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. | | |
| Reason for seeking other employment: | | | |
| Please state when you would be available to take up employment if offered: | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 5 – Previous employment and/or activities since leaving secondary education**  Please continue on a separate sheet if necessary | | | | | |
| **Dates** | | | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| **Section 6 – Interests**  Please give details of any interests, hobbies or skills that you could bring to the Home | | | | | | |
|  | | | | | | |

|  |
| --- |
| **Section 7 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
|  |

|  |  |
| --- | --- |
| **Section 8 – Criminal records** | |
| An offer of employment is conditional upon our receiving an enhanced Disclosure from the DBS which we consider to be satisfactory. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from us on request).  The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to our objective assessment procedure (a copy of which is on request).  Have you been convicted by the courts of any criminal offence? Yes  No   Is there any relevant court action pending against you? Yes  No   Have you ever received a caution, reprimand or final warning from the police? Yes  No   If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form. | |
| **Section 9 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children or vulnerable adults, then your second referee should be from your employer with whom you most recently worked with children or vulnerable adults. Neither referee should be a relative or someone known to you solely as a friend. | |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:  Address:  Occupation:  Telephone number:  May we contact prior to interview? Yes  No  | Name:  Organisation:  Address:  Occupation:  Telephone number:  May we contact prior to interview? Yes  No  |

|  |
| --- |
| **Section 10 – Recruitment** |
| It is our policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, gender reassignment, pregnancy and maternity, religion or religious belief, disability or age. All new posts are subject to a probationary period.  We are committed to safeguarding and promoting the welfare of our service users and expect all staff and volunteers to share this commitment.  A copy of our Recruitment Policy and our Statement of Purpose are enclosed with this Application Form. Please take the time to read both documents.  If your application is successful, we will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |
| **Section 11 – Declaration** |
| * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.** * **I confirm that I am not disqualified or barred from working with vu****lnerable adults** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I consent to the Home processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**     Signature ………………………………………………………………. Date ……………………….. |