**APPLICATION FORM FOR EMPLOYMENT**

**Care and Befriending Plus**

| **Post applied for:** | |
| --- | --- |
| Preferred employment type (e.g. part time, full time): |  |
| **Personal Details** | |
| Surname: | First name(s): |
| Current Address: | Postcode: |
| Telephone number (home): | Telephone number (mobile): |
| Email address: | |

| Own Transport  **Yes/No** | How long has your licence been held? |
| --- | --- |
| National Insurance Number: | |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National (please circle)?  **YES / NO**  If no, please detail current immigration status and the relevant visa currently held (including Visa number): | |
| Are you are related to a member of staff or Service User at The No.1 Care Agency, please circle only:  **YES / NO** | |
| Are you a member of the PVG Scheme YES ☐ NO ☐    If yes, Membership Number: | |
| **Equality Act 2010** | |
| Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a “substantial” and “long term adverse effect” on your ability to carry out normal day-to-day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-2010.](http://www.gov.uk/definition-of-disability-under-equality-act-2010)  **For the purposes of this application and the interview stage only**, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process?  **YES / NO / PREFER NOT TO DISCUSS** | |

**Education**

| **School/College/University** | **Examinations Passed, Qualifications Gained and Year Obtained**  (All qualifications will be subject to a satisfactory check). |
| --- | --- |
|  |  |

**Training Courses Attended or Completing**

| **Subject**  (evidence of attending courses is required) | **Location/Details** | **Date** |
| --- | --- | --- |
|  |  |  |

### **Current employment (or most recent employer)**

| Name and Address of Employer | Job Title | Start date and end date: | | | Reason for leaving or wanting to leave |
| --- | --- | --- | --- | --- | --- |
|  |  |  | | |  |
| Current or latest salary:    If part-time, please give full-time equivalent salary. | | | | | |
| **Please give details of your present duties/responsibilities using supplementary sheet(s) if required.** | | | | | |

### **Previous employment**

Please provide details of your employment history (excluding current post), starting with the most recent post.

You should include any periods of unemployment. Please use additional sheets as required.

| Name and address of employer | Job Title and brief description of duties | Start date and end date | Reason for leaving |
| --- | --- | --- | --- |
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**Employment history - gaps**

| **Please detail here any gaps in employment and state why:** |
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**Supporting Statement- Ability to meet essential criteria for the post**

| **Please add here your reasons for applying. You should refer to the job description and person specification to guide you. It would also be of value to describe particular strengths and talents that set you apart from others as well as including skills gained from work, home and other activities.** |
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**Referees**

You must provide references from your two most recent employers. Please provide a character reference if you are unable to obtain two professional references, e.g. in the case of an applicant who has been raising children for ten years. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

| **Current or Most Recent Employer** |
| --- |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:** |
| **Email Address:** |
| **Job title:** |
|  |
| **Previous Employer To The One Above** |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:** |
| **Job title:** |
| **Email Address:** |

| **Character Reference** |
| --- |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:** |
| **Relationship to you:** |
| **Email Address:** |

**Disability**

The No. 1 Befriending Agency offers a guaranteed interview to any applicant who considers him/herself to be disabled and who meets the minimum essential requirements for the post.

Please tick if you consider yourself to be disabled. ☐

If you require any facilities/assistance if you are invited for an interview, please give details below.

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**Safeguarding**

**Ex-Offenders Declaration**

Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest of confidence.

**Rehabilitation of Offenders Act 1974**

| The No.1 Care Agency aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The No.1 Care Agency undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.  Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances. |
| --- |
| Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?  **YES NO** |
| Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?  **YES NO** |

**Privacy**

| The No.1 Care Agency will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to The No.1 Care Agency holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you)*.* When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles. We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the Registered Manager and only used for the purposes of recruiting for this vacant post. You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please  contact the Registered Manager or Data Protection Officer on 0141 4656998. |
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| Declaration    I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I confirm that I am eligible to live and work in the UK. I realise that if I am employed and it is found that such information and any other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice.      Signed: Date: |
| --- |