



Application form

SECTION 1: PERSONAL DETAILS		
Title:	Surname:	Maiden Name:
Previous Surnames (if any):		Marital Status:
Forenames in Full:		
Address:		
		Post Code:
Telephone Numbers: Home:		Mobile:
Nationality:		Religion:
Date of Birth:		Age:
Place of Birth:		Ethnic Origin:
<i>Next of kin to be notified in case of emergency:</i>		Name:
Address:		
		Post Code:
Relationship to you:		Telephone Number:
Mobile Number:		Work Number:
Email address:		
National Insurance Number:		
Do you hold current driving licence? YES / NO		
If yes, is it a clean licence? If not please give details:		
Do you have a car available to you?		

SECTION 2: POSITION AND AVAILABILITY		
Position Applied for:		Level:
Part Time:	Full Time:	Bank:
Do you have any other work commitments?		
When would you be available to start work?		
Do you hold a CRB check?		
Do you have or can you obtain a copy?		

SECTION 3: EDUCATIONAL BACKGROUND AND QUALIFICATIONS			
SCHOOL	FROM	TO	QUALIFICATION

FURTHER EDUCATION			
COLLEGE/UNIVERSITY	FROM	TO	QUALIFICATION

OTHER TRAINING			
EXAMINING BODY	FROM	TO	QUALIFICATION

SECTION 4: YOUR EMPLOYMENT/VOLUNTARY EXPERIENCE

PLEASE ENTER ALL PREVIOUS EMPLOYMENT OR VOLUNTARY WORK STARTING WITH THE MOST RECENT FIRST. PLEASE DO NOT LEAVE ANY UNEXPLAINED GAPS. WE MAY CONTACT ANY OF THESE EMPLOYERS. USE SEPARATE SHEET IF NECESSARY

EMPLOYER NAME AND ADDRESS	POSITION	FROM/ TO	GRADE/ SALARY	REASON FOR LEAVING

SECTION 5: REFEREES

Please give the names of two people, including your present or most recent employer, whom we may approach for a professional reference. (Not family or friends)

1. Name:

Position:

Address:

Post Code:

Telephone Number:

Can we contact at this stage? YES / NO

2. Name:

Position:

Address:

Post Code:

Telephone Number:

Can we contact at this stage? YES / NO

SECTION 6: CONFIDENTIAL HEALTH QUESTIONNAIRE

	YES	NO
Are you in good health?		
Do you currently suffer from or have you ever had any physical, mental illness or disability, or are you taking any medication/s that may affect your working ability or clients in your care? If your answer is yes the matter will be discussed at your interview.		
Do you smoke?		
Do you drink alcohol?		
Have you ever attended hospital as an inpatient or outpatient during the last 5 years?		
J&R Care Ltd strongly recommends that staff are inoculated against Hepatitis B, be aware that inoculations can cease to be effective and it is necessary to have an antibody check every 3 years. Have you been inoculated?		
	Date:	

Have you had any sickness absence from work during the last 12 months?	YES	NO
If yes please give details:		
<i>Note: I declare that the above information is correct to the best of my knowledge and hereby give permission for a further report to be requested from my GP for clarification if required.</i>		
Signed:	Date:	
GP Name:		
GP Address:		
Post Code:	Telephone:	

SECTION 7: REHABILITATION OF OFFENDERS ACT 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) (All Candidates)

The Rehabilitation of Offenders Act 1974 permits persons in certain circumstances to ignore offences committed in the past when asked the details of previous convictions. These convictions are known as “spent convictions”. However the Exception Order of 1975 states that staff caring for “the young, the old, the sick and the handicapped” are not allowed to withhold details of any offences for which they have been convicted however long ago these convictions were served.

Have you ever received any cautions, reprimands and/or been convicted of a criminal offence,? YES / NO

If you answered yes to the above please list below any offences for which you have been cautioned, reprimanded or convicted regardless of the seriousness of the offence or how long ago it was/served.

SECTION 8: PROFESSIONAL MISCONDUCT

Have you ever been the subject of professional misconduct proceedings or suspension from an employer, or subject to a police investigation, or are such pending or threatened against you? YES / NO

If Yes please give details:

SECTION 9: RIGHT TO WORK IN THE UK	
I confirm that I am entitled to work in the UK on the following basis:	Tick here
EU citizen	
Right of abode in UK	
Permit free visa / Student Visa	
Spouse of EU citizen	
If entitled to permit free status or student visa please state expiry date:	

SECTION 10: DECLARATION

I declare that I the information I have given in this application is correct.

Signature: _____

Name: _____

Date: _____

SECTION 11: PERSONAL STATEMENT (PLEASE USE CONTINUATION SHEET IF NECESSARY AND REFER TO THE PERSONAL SPEC.)

APPLICATION FOR EMPLOYMENT
GUIDANCE NOTES and ADDITIONAL INFORMATION

Help with completing application form

Please read the notes below carefully before completing your application form. We recommend keeping these guidelines to hand so you can refer to them whilst completing your form.

We decide whether to interview you on the strength of the information you present on this form, so it is important to give us clear and relevant information and to answer all the questions.

Application form

Section One – Personal Details

Please complete this section fully ensuring that you put an up to date address and telephone number.

Section Two – Position and Availability

Please note that in this section it is important to write the job title of the job description you have been sent only. If you are available for any other work this would be discussed at interview.

Section Three – Educational background and qualifications

Please give details of all secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of professional bodies. Please note that you will be asked to bring along original certificates to the interview if shortlisted

Section Four – Employment and Voluntary Experience

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added. Please explain any gaps in employment.

Section Five - References

Please give details of two referees whom we will ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and any previous employer. Please note that as this is a post working with children, references may be taken up prior to interview. If you have any questions regarding this please contact personnel on 01474 871999.

Section Six – Confidential Health Questionnaire

Please complete all of the questions in this section.

Section Seven – Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 permits persons in certain circumstances to ignore offences committed in the past when asked the details of previous convictions. These convictions are known as “spent convictions”. However the Exception Order of 1975 states that staff caring for “the young, the old, the sick and the handicapped” are not allowed to withhold details of any offences for which they have been convicted however long ago these convictions were served. Please ensure that you list all offences including offences for which you have been cautioned, reprimanded or convicted regardless of the seriousness of the offence or how long ago it was served.

Section Nine – Professional Misconduct

Please list any details of disciplinary action being taken against you by a former employer regardless of how long ago.

Section Ten – Right to Work in the UK

Please tick the relevant answer and include with your application form a photocopy supporting evidence, e.g. a passport if appropriate.

Section Eleven – Declaration

Please ensure that all information is correct. Any false information will be treated as an act of dishonesty and the application will be rejected. If at a later date it is proved that false information was provided on the application form it will result in summary dismissal.

Section Twelve – Personal Statement

Please set out in this section any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.’s are not accepted

ESSENTIAL Additional Information

The post for which you are applying will involve working with children. In order to ensure the safety of all children we work with, your application will be subject to rigorous pre employment checks.

Please read this information carefully.

- 1.** The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- 2.** You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
- 3.** You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
- 4.** You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

5. Criminal Record Checks - This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. As this post involves working with children it is also covered by the Protection of Children Act 1999. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will debar you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before applying for a post you can contact our Personnel department on **01474 871999**.

At interview, or in a separate discussion, we will 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.

Prior to any offer of employment being made you will be required to complete an **Enhanced Disclosure application form**. On this form you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

All information given will be treated as strictly confidential and will be stored securely

Once completed this disclosure form will be sent to the Disclosure and Barring Service (formerly the Criminal Records Bureau (CRB). They will search Police Force, Department of Health, and Department for Education & Skills records for relevant information.

The DBS will inform you of the result of their search and they will also send a copy of the result to J&R Care. This information will enable us to make its decision on possible employment.

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

If you require further information you can contact the DBS direct on **0870 909 0811** or visit their web site <https://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.

EQUAL OPPORTUNITIES PROMISE

J&R Care Ltd recognise that within our society there is widespread disadvantage. Members of black or minority ethnic communities, women, those who care for dependants, people with disabilities, older people, people with criminal convictions and those whose sexuality is different from that of the majority often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional.

They are therefore prevented from making the most of their potential. This is damaging to those who discriminate and to those who are discriminated against and to organisations which fail to benefit to the full from the skills and talents which such people may have to offer. J&R Care is committed to opposing discrimination and promoting equality of opportunity

J&R Care Ltd gives an undertaking that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity, regardless of race, colour, gender, sexuality, marital status, care of dependants, age, disability, religious or political beliefs, or unrelated criminal conviction. J&R Care will therefore:-

- Publicise this commitment to all of its employees and within the community at large.
- Encourage job applications from all sections of the community.
- Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies. Specifically, everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that J&R Care's existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Ensure that any allegation of discrimination is thoroughly investigated and that appropriate action is taken.