

APPLICATION FORM

PRIVATE AND CONFIDENTIAL



Important - please complete all sections as fully as possible.

Position applied for Job reference number

Where did you see this vacancy advertised?

Your details

Surname Forename (Initial Only)

Address

Telephone

Postcode Mobile number

Email

Your preferred method of contact? Telephone Mobile Email

Eligibility to live and work in the United Kingdom

Do you have the required authority or visa to work in the UK? Yes No

If Yes, you will be required to supply your passport and any Home Office documents that confirm this.

Please confirm whether you hold a valid full UK motor vehicle driving licence. Yes No

Education and training

School College or University	Course title	Qualifications or grades
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Relevant training courses attended, memberships held, etc.

Institute

Qualifications or grades

Job requirements

Please demonstrate how you meet the requirements of the job you are applying for. Please refer to the role profile/job description and person specification when completing this question.

Career history details

Please complete in date order with your most recent employer first. You must include any gaps in employment, including any voluntary work or periods of unemployment, with dates and an explanation. You must not leave any time unaccounted for. Please state clearly reasons for leaving, including any circumstances relating to dismissal.

We will seek references from your existing and previous employer which will cover the last three years.

Current, or most recent, job title

Name of current/most recent employer

Date commenced/
ended

	<input type="text"/>	Present salary	<input type="text"/>
Postcode	<input type="text"/>	Period of notice required	<input type="text"/>
Telephone	<input type="text"/>		<input type="text"/>
Email	<input type="text"/>		

Your duties and responsibilities

Reason(s) for wishing to leave, or leaving

Previous history

Employer/activity	Dates from-to	Job title	Reason for leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please continue on a separate sheet if necessary.

Criminal record checking – rehabilitation of offenders form

In accordance with statutory requirements and Flexible Respite policy, certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will **NOT** be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with Flexible Respite.

This process will be conducted in accordance with Flexible Respite policy and the DBS/ PVG Code of Practice. The information provided will be risk assessed against the requirements of the role.

Through the Disclosure and Baring Service (DBS) and the Protection of Vulnerable Groups (PVG), we

will make a check to establish any criminal record background. We will do this by asking you to complete a DBS /PVG Application Form. Appointment to this post will be subject to completion of satisfactory checks.

If you have any queries concerning the requirements please contact the HR Recruitment Department.

Tel: **01896 757 007**

Email: **admin@flexiblerespice.com**

YOUR JOB ADVERT WILL STATE WHICH OF THE SECTIONS BELOW YOU NEED TO COMPLETE

1. DBS/ PVG roles

This role is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Have you ever been convicted of a criminal offence? Yes No

If so please give details of any spent or unspent convictions including the date, offence and sentence. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared.

2. Non DBS/ PVG roles

This role is not one which is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Have you ever been convicted of a criminal offence? Yes No

If so please give details of any unspent convictions including the date, offence and sentence. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Failure to disclose any criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently learnt that you have had any criminal convictions.

3. Declaration

I understand that this work may be subject to a DBS/ PVG check and overseas checks where necessary, and I am aware that spent convictions will be disclosed. I confirm that I am NOT barred from working with children and / or vulnerable adults by nature of being on a barred list held by any Government body or agency. The information that I have given above is true and accurate.

Signature

Date

References

Please give full details of two referees who we can approach in support of your application. The first should be your current/ most recent manager in your current/ most recent employment. The second should be your manager in your immediately previous employment. We will not accept references from a spouse/ partner or relative.

If you have not worked for an employer, you must provide contact details of a professional person (doctor, policeman/ woman, solicitor, director, teacher, etc.) who has known you for a minimum of three years.

Name	<input type="text"/>	Name	<input type="text"/>		
Position	<input type="text"/>	Position	<input type="text"/>		
Address	<input type="text"/>	Address	<input type="text"/>		
Postcode	<input type="text"/>	Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Telephone	<input type="text"/>		
Email	<input type="text"/>	Email	<input type="text"/>		
Can we contact prior to any conditional offer of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Can we contact prior to any conditional offer of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

We reserve the right to take up references with any previous employer.

Data Protection Act

Your information will be processed in accordance with the Data Protection Acts 1984 and 1998.

Your application form will be used for short-listing, interviewing and monitoring purposes. If you are not appointed, your form will be retained for a period of 12 months.

The successful applicant's application form will form part of a personal file which will be retained in a secure environment.

I confirm that the information that I have provided is accurate and true.

I understand that any omission or false information may lead to the withdrawal of any offer of employment, or if already employed, termination of employment.

Signature Date

This page is deliberately blank.

Equality and Diversity Monitoring Questionnaire

Flexible Respite is an equal opportunities employer and positively values the different perspectives and skills that a diverse workforce brings to the Company. We are therefore keen to ensure that no employee receives less favourable treatment particularly on the grounds of his or her age, sex, race, nationality, disability status, ethnic origin, gender identity, marital status, sexual orientation, religion or similar belief, working pattern, employment status, caring responsibilities, political belief or trade union membership.

Please tick appropriate box in each section

What is your Gender? Male Female

What is your Age?

Under 20	<input type="checkbox"/>	20 – 29	<input type="checkbox"/>
30 - 39	<input type="checkbox"/>	40 - 49	<input type="checkbox"/>
50 - 59	<input type="checkbox"/>	Over 60	<input type="checkbox"/>

What is your Marital status? Married/ Civil Partnership Unmarried/ Civil Partnership

Other eg widowed but have not remarried, separated, living with a partner, single

*Please specify

What is your Sexual Orientation? Heterosexual Homosexual

Bisexual Other

Prefer not to say

Do you have a Disability?
Disability is defined in law as 'A physical or mental impairment, which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities'.
Do you consider yourself to have such a disability?

Yes No

What is your Ethnic Group?

Please identify yourself with one of the categories below that you most closely associate yourself with, having regard to your ethnic or cultural background.

White Scottish	<input type="checkbox"/>	White other British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	White Other*	<input type="checkbox"/>

*Please specify

Black Caribbean

Black African

Black Other*

*Please specify

Indian

Pakistani

Bangladeshi

Chinese

Asian Other*

*Please specify

Any other ethnic group*

*Please specify

What is your Religion, Denomination, Body or Faith?

None

Church of Scotland

Black Other*

*Please specify

None

Church of Scotland

Roman Catholic

Other Christian*

*Please specify

Buddhist

Hindu

Jewish

Muslim

Pagan

Sikh

Another Religion*

*Please specify

Please return your completed application form to: admin@flexiblerespice.com or Flexible Respite, 8 Tweedbank Avenue, Galashiels, Selkirkshire, Scotland TD13SP