

New Beginnings Care services Ltd.

Employment Application

The information supplied on this application form will be treated as strictly confidential and will be used only for the purpose of personnel administration.

If you are successful in your application you will be required to provide relevant evidence of all details you provide in this application prior to your appointment.

Applicant Details				
Vacancy Reference No:		Referred By:		
Job Title:	Bank staff support worker			
Forename(s):		Surname:		
				Please Tick Best Method of Contact
Home Address: (inc Postcode)		Home Tel:		
		Work Tel:		
		Mobile:		
Email Address:				

<p>As part of the Asylum & Immigration Act 1996, we are required to establish your eligibility to work in the UK. Please provide your NI Number for that purpose.</p>														
National Insurance No:		Are you free to remain and take up employment in the UK with no current immigration restrictions? (please tick)	YES	NO										
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>													
<p>Protection of Vulnerable Adults</p>														
<p>The following information is required for the post you are applying for. We will request Disclosure & Barring Service (DBS) clearance before offering this post.</p>														
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? (Please Tick)			YES	NO										
<p>Rehabilitation of Offenders Act (1974)</p>														
<p>The post for which you are applying is exempt from the provisions of the above Act. You are therefore <u>not</u> entitled to withhold <u>any</u> information about convictions you may have had including any “spent” convictions. Any information you do disclose will be kept in strict confidence and will be used only in consideration for your suitability for the post for which you are applying. In the event of employment, any failure to disclose convictions may result in disciplinary action or dismissal. You must also disclose if you are currently subject to any kind of probation or supervision order.</p>														
Do you have anything to disclose? (Please Tick)			YES	NO										

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If you have ticked “Yes”, please place full details of the offence and outcome in a sealed envelope and attach the envelope to this form.		
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Do you have a valid UK Driving License? (please tick)	YES	NO
Do you have access to a vehicle to use during your working duties and are you prepared to use your vehicle to undertake your duties? (please tick)	YES	NO
Do you have any Driving License Endorsements? (Please Tick) If YES, please give details below:	YES	NO
Driving Endorsements:		
Are you currently employed? (Please Tick)	YES	NO
What is your notice period required by your current employer?		
Have we interviewed you previously? If YES, please detail when and what position below:	YES	NO
Previously Interviewed Position(s):		

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If you are offered this position, will you continue to work in any other capacity (including voluntary commitments) for any other organisation? If YES, please give details below:	YES	NO		
	X			
Work in other organisation(s): Consensus full time job				
How many hours do you want to work? (Please Tick)	8-15hrs	16-30hrs	30+hrs	Full Time Only
Do you have a spouse, partner, relative or friend employed by our company? (please tick)	YES	NO		
If YES, please state the name and relationship:				

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Employment Record

In accordance with the Care Quality Commission you must provide full details of current and past employment and unemployment. Please begin with your current employer or period of unemployment and work backwards to leaving full time education. To enable us to establish full employment history it is essential that there are no unexplained gaps in employment. If you have gaps in employment please detail the period of time and reason for unemployment.

Employment Status: (Please Tick)	Employed	Unemployed
	X	
Period:	Start Date	End Date
If Unemployed, Specify Reason for Unemployment:		
Name of Employer:		
Address of Employer:		
Telephone Number:		

Job Application Form

Name for Reference:				
Email Address for Reference:				
Position Held:		Do you have any previous Supervision or Appraisal Notes for this position?	Yes	No
Summary of Main Duties:				
Final Salary or Hourly Rate:				
Reason for Leaving or Seeking Employment:				
Office Completion Only References:	Applied For	Received	Chased	Comment

Employment Status:	Employed	Unemployed
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If you require any further employment sheets please request these via info@newbeginningscare.org

References

In accordance with the Care Quality Commission if you are applying for a post which requires unsupervised access to children/vulnerable adults, the company reserves the right to approach any past employer for a reference.

You have completed details for referees for each of your previous employers. Below please note any further character references you want to volunteer.

Name of Referee:	
Position/Relationship of Referee:	
Telephone Number of Referee:	
Email Address of Referee:	
Address of Referee:	
Name of Referee:	

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Position/Relationship of Referee:	
Telephone Number of Referee:	
Email Address of Referee:	
Address of Referee:	

Education & Training			
Secondary Education & Qualifications			
Name of School	Subject/Course	Qualification/Grade	Date Achieved
Further/Higher Education & Qualifications			
Name of College/Uni/Poly or Professional Body	Subject/Course	Qualification/Grade or Membership	Date Achieved

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Membership of Professional /Educational Bodies			
Name of Organisation/ Professional Body	Specialism	Registration No.	Date of Registration
Training & Development			
Title of Training Program or Course		Course Duration	Date Achieved

Personal Statement

Please refer to the Role Job Description & Person Specification as these documents both list a number of key areas of knowledge, skills & experience that are essential and desirable for this post. Please demonstrate how you meet each of these requirements. You may also include:

- **Details of any relevant experience gained at work, home or in a voluntary capacity**
- **Details of any relevant training/education you have or are undertaken or are undertaking.**

THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB.

Examine the skills and experience being asked for and provide evidence by giving specific examples of those that you possess that are **RELEVANT to this role. Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have developed outside employment. If you have been out of paid employment for a time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently; for example, you may have considerable domestic responsibilities or you may organise social or community activities in your spare time.**

Please continue on another sheet of paper if necessary, but restrict your answer to 2 additional sides of A4 – these must be named, numbered and signed

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Previous Knowledge & Experience

[Empty rectangular box for previous knowledge and experience]

What does the term “SAFE” mean to you? Can you provide examples of when you have had to consider safety in your working environment & what did you do?

What does the term “EFFECTIVE” mean to you? Can you provide examples of when you have been effective and how you did this?

What does the term “CARING” mean to you? Can you provide examples of when you have been caring?

What does the term “RESPONSIVE” mean to you? Can you provide examples of when you have been responsive to a client’s needs and what you did?

What does the term “WELL-LED” mean to you? Can you provide examples of when you have demonstrated your knowledge, skills and learning in your working role?

Is there any further information in support of your application?

Cautions, Rehabilitation and Criminal Records

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitations of Offenders Act 1974 must be disclosed, and will be taken into consideration only in relation to this application.

In addition you are required to submit to a Disclosure & Barring Service check. Any standard or enhanced disclosure made by the DBS will remain strictly confidential.

<p>Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? (Please Tick) If YES, please give details below</p>	Yes	No

Details:

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Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Disclosure & Barring Service to assist in assessing applicants' suitability for positions of trust, the company complies fully with the DBS Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
4. Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows the company to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
6. We ensure that all those in the company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.

- 8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
- 9. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

Declaration (Please Read Carefully Before Signing)

- 1. I confirm that the information provided within the Application Pack is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- 2. I am willing to be examined medically if required.
- 3. I agree that this information will be retained in my personnel file during employment and for up to seven years thereafter and understand that information will be processed in accordance with the Data Protection Act/GDPR 2018.
- 4. I agree that should I be successful in this application, I will apply to the Disclosure & Barring Service for an enhanced disclosure. I also agree that the company may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.
- 5. I understand that any canvassing will automatically invalidate my application.

Name:	
Signed:	
Date:	

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