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| STAFF APPLICATION FORM |

### Confidential

Applications should be addressed to: -

The Manager

Safe Base Care Limited

##### To be completed by all applicants

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| **Title: Surname: Forename(s):**  **Address (including postcode)**  **Tel. No. Position applied for:** |

## **For Office use only**

**Vacancy Ref No. ...............................................**

**Refs. requested: (1) ......................... (2) ..............................**

**Refs. received: (1) ......................... (2) ..............................**

**Date DBS received:…………. DBS Outcome………………………………………**

**Enhanced or Standard………………………. DBS number………………………………………**

**Induction training complete – Date …………………..**

**Before completing the application form, please note the following:**

**(a) ALL questions must be answered. Additional sheets of A4 paper can be used, if necessary.**

**(b) All applicants must complete in full. CV’s do not supersede this application**

**1. PERSONAL INFORMATION**

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| **Surname Forename(s)**  **Address**  **Tel No. (Home) (Work)**  **Date of Birth:**  **National Insurance Number:**  **Do you hold a current driving licence?**  **Please detail any driving convictions in the last ten years: \_\_\_\_\_\_\_\_\_\_\_\_**  **Would you have the use of a car for the purposes of this post, if applicable?**  **Are you related to any member of the Agency’s governing body or staff?**  **If yes, please state the relationship.**  **Have you ever been dismissed from any previous employment on the grounds of misconduct?**  **or incapability?**  If yes, please give details of dates and reasons \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Where did you see this post advertised?**  Herd about position through a friend |

**2. CURRENT EMPLOYMENT**

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| **Name of Employer**  **Address of workplace:**  **Tel. No. Date commenced:**  **Job title: Current Salary:**  **Notice Required:** |
| **Main duties and responsibilities** |
| **Reason for leaving:** |

**3. PREVIOUS EMPLOYMENT HISTORY – (most recent first)**

**PLEASE DO NOT LEAVE ANY GAPS – include any dates of unemployment**

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| **Dates**  **From – To**  **(year & month)** | **Name & Address**  **of Employer** | **Post Held and**  **brief description of duties** | **Reason for Leaving** |
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**4. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (including current studies) If shortlisted, you will be asked to produce evidence of qualifications at interview (originals, not photocopies). If you hold a nursing qualification please include your P.I.N.**

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| **Dates**  **From – To** | School/College/University | Qualifications Gained  **including grades and date**  **obtained** |
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**5. VOLUNTARY WORK**

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| **Dates** | **Organisation** | **Nature of Work** |

**6. REFERENCES**

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| Please give the names and addresses and telephone number of two contactable referees. The first must be your present or most recent employer. In the absence of previous employment experience, a referee from your last place of full-time education will be a suitable alternative. The second referee should be somebody who has known you for 3years or more, but should not be somebody from your current place of employment. By completing this section you are consenting to personal information being disclosure by your referees to Safe Base Care Limited. |
| **Name of Referee:**  **Address:**  **Tel. No:**  **Position of Referee:**  **How long has the Referee known you?**  **Can this reference be taken up immediately?** |
| **Name of Referee:**  **Address:**  **Tel. No:**  **Position of Referee:**  **How long has Referee known you?**  **Can this reference be taken up** |

**7. ADDITIONAL INFORMATION. Please give any additional information in support of your application for the post showing how you meet the requirements of the Person Specification. Include any relevant interests, activities or experience, and any training which did not lead to qualifications.**

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**8. PROTECTION OF CHILDREN**

TO BE DETTACHED FROM APPLICATION FORM AND RETURNED IN ENCLOSED ENVELOP

**SAFE BASE CARE STAFF DO NOT OPEN UNTIL AFTER RECRUITMENT SIFT IS COMPLETE.**

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 (Exceptions) Order 1975. This means that applicants or volunteers are not entitled to withhold information about any previous convictions or cautions which, for other purposes, are spent under the terms of the Act.

**You are therefore requested to give details as required below, listing all convictions and cautions, no matter how long ago they occurred.**

**Applicants for certain posts will be subject to a satisfactory police check prior to confirmation of appointment.**

**In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the company. Any information given will be completely confidential, and will be considered only in relation to an application for positions to which the Order applies.**

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| **Do you have any convictions/cautions?**  **Are you currently the subject of any criminal proceedings or police investigation?** |

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| **Date** | **Nature of Conviction/Caution** | **Sentence or Order** |

**9. DECLARATION**

I confirm that, to the best of my knowledge, the information I have provided in this application is correct.

Signed ..................................................... Date ..............................................................



EQUAL OPPORTUNITIES MONITORING FORM

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| Safe Base Care Limited has an Equal Opportunities Policy. In order to monitor whether the policy is succeeding we need to have information from candidates. The information will be treated in the strictest confidence and will only be used for monitoring of the Equal Opportunities Policy. This form will be separated from your application upon receipt and will not be used as part of the selection process.  Please tick the appropriate boxes.  **GENDER: FEMALE € MALE X**  **DEPENDENTS: Children Disabled Elderly€Other€**  **(please specify) \_\_\_\_\_\_\_\_\_\_**  **DO YOU HAVE A DISABILITY?**  **YES AND REGISTERED €YES – NOT REGISTERED € NO**  NB: Registration refers to Green Card holders registered within the Job Centre (DRO/DAS)  Do you have any special requirements in order to assist you undertaking your duties?  **YES €Please state ………………………………………. NO X**  **HOW WOULD YOU DESCRIBE YOUR CULTURAL AND ETHNIC ORIGIN?**  **WHITE X BLACK € AFRICAN-CARIBBEAN €**  **ASIAN (includes Bangladeshi, € OTHER €**  **Pakistani, Chinese & Indian) (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  NB: Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. This does not mean country of birth or nationality.  **WHAT IS YOUR RELIGIOUS?**  **Catholic X Other Christian € Muslim € None €**  **C of E € Hindu € Sikh € Other €**  **(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_**    **SOURCE OF APPLICATION: Where did you first learn of this vacancy?**  **Local Press € National Press € Internal € Journal €**  **Word of mouth X Other €**  **(please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE COMPLETED: ...................................... POST REF: ......................(For Office Use)** |