

**Services for Adults with Learning Disabilities**

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[www.pinesresidential.co.uk](http://www.pinesresidential.co.uk)

APPLICATION FORM

This application is subject to a DBS check

All information shared is confidential

|  |  |
| --- | --- |
| Position applied for  |  |
| First name |  |
| Surname |  |
| Address  |  |
| Postcode  |  |
| Home telephone number |  |
| Mobile phone number |  |
| Email address |  |
| Full driving license |  |
| Endorsement on your driving license **If YES please give further details**  |  |
| Are you involved in any activity which might limit your availability to work or your working hours e.g. local government?  |  |
| Are you subject to any restrictions or covenants which might restrict your working activities? |  |
| Please give details of any hours which you would are unable to work:(All employees are expected to work two weekends in a month) |  |
| Are you aged over 18? |  |

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| --- |
| It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people or adults at risk.  |
| Are you on a barred list? |  |
| Do you have a DBS certificate? |  |
| If yes, are you a current member of the Update Service |  |
| If yes, do you consent to this Update Service check being made by the Company? |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? (A copy of the Company’s Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the DBS Code of Practice). |  |
| Have you ever worked for the Company before?  |  |
| Have you applied for employment with this Company before? |  |
| Do you have the right to work in the UK? |  |
| Do you need a work permit to take up employment in the U.K.? *(If yes you will need to provide the Pines with your original documentation confirming this.)* |  |
| If you are unable to provide documentation confirming your right to work are you happy for us to contact the Home Office to obtain clarification of this? |  |
| Have you been subject of a bankruptcy restriction order or an interim bankruptcy restriction order? |  |
| Have you ever been erased, removed or struck-off a register of professionals maintained by a regulator of health care or social work professionals? |  |
| How much notice are you required to give to your current employer? |  |

|  |
| --- |
| Education  |
| Schools(Since age 11) | From | To  | Qualification gained |
|  |  |  |  |
| College/University  |
| College/University  | From | To  | Qualification gained |
|  |  |  |  |
| **Formal training/Job related course**  |
| Organisation  | From | To  | Qualification gained |
|  |  |  |  |

|  |
| --- |
| EmploymentPlease give details of your past employment, excluding your present or last employer, stating the most recent first. Please give information on any gaps in employment and the reasons for this. |
| Employer | From/to  | Position held/Main duties | Reason for leaving |
|  |  |  |  |

|  |  |
| --- | --- |
| Interests, Achievements, and Leisure Activities(e.g. hobbies, sports, club memberships) |  |
| Supplementary InformationPlease set out below any further information to support your application(e.g. past achievements, future aspirations, personal strengths) |  |

|  |  |
| --- | --- |
| Please give details of membership of any technical or professional associations: |  |
| Please list languages spoken and the level of competence: |  |

|  |
| --- |
| **Current Employment** |
| Are you currently employed? |  |
| Name of present or last employer? |  |
| Address  |  |
| Telephone number |  |
| Nature of business |  |
| Job title & brief description of duties |  |
| Reason for leaving |  |
| Length of service - from/to |  |

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure Barring Service. (Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website*.*)

I have been given a copy of the Company’s Equal Opportunities and Diversity Policy, which includes information relating to the recruitment of ex-offenders.

Signed: ………………………………………………………………………………………………..

PRINTED: ………………………………………………………………………………………………..

Date: ……………………………………………………………………………………………….

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

 **Yes / No**

|  |  |
| --- | --- |
| Can we approach your current employer before an offer of employment is made? |  |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
| Tel. No: | Tel. No: |

Source of Application

How did you hear of this vacancy?

Unsuccessful Applicants

Should you not be called for interview on this occasion, do you wish us to keep your application/CV on file for future vacancies? YES/NO (This could be kept on file for anything up to 5 years)