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**Application Form**

###### Private and Confidential

# Please note that CVs will not be considered.

# Send completed application to Onehr@idealsocialcare.co.uk

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| --- | --- | --- |
| Job Details | | |
| Post applied for: | Location: | |
| If the post is full-time, would you be prepared to consider working on a job-share basis? | | □ Yes□ No |
| If job-share, please state preferred days/hours per week: | | |

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| --- | --- | --- | --- | --- |
| Personal Details | | | | |
| Surname: | | Forename(s): | | |
| Preferred title (e.g. Mr/Mrs/Miss/Ms/Dr/Other): | | | | |
| Address: | | | | |
| Telephone numbers  Home:  Mobile: | | | Work (if we can contact you at work) : | |
| Personal email: | | | National Insurance Number: | |
| Do you hold a current driving licence? | □ Yes□ No | | Are you a car owner or do you have access to a car? | □ Yes□ No |
| If YES, please state the type of licence you hold: | | | | |
| Do you have any current endorsements?  If YES, please specify: | | | | □ Yes□ No |
| Have you had any previous or do you have any current contact with IDEAL?  If YES, please give details: | | | | □ Yes□ No |
| **Asylum and Immigration Act 1996:**  It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy IDEAL that the Asylum and Immigration Act 1996 is being complied with. | | | | |
| Do you require a work permit to work in the UK? | | | | □ Yes□ No |

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| --- | --- | --- | --- | --- |
| Present or Most Recent Employment | | | | |
| Name & address of employer: | | | | |
| Job title: | | | Dates employed: | |
| Current or final salary: | | | Period of notice required: | |
| Please give a brief outline of your main responsibilities:    Reason for Leaving (if appropriate): | | | | |
| Previous Employment *Please list all previous employment in chronological order (most recent first)* | | | | |
| Dates  Start to End: (Must include DAY/ MONTH / YEAR | Name & address of employer | Job title and outline of main responsibilities | | Reason for leaving |
| \_/\_/\_ - \_/\_/\_  \_/\_/\_ - \_/\_/\_  \_/\_/\_ - \_/\_/\_  \_/\_/\_ - \_/\_/\_  \_/\_/\_ - \_/\_/\_ |  |  | |  |

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| --- | --- | --- | --- |
| Education & Qualifications*Please give details of all educational qualifications obtained - that are relevant to this post - and those currently being pursued* | | | |
| Name of School, College, University, etc | Dates | Subjects studied / Qualifications worked towards | Grades |
|  | \_/\_/\_ - \_/\_/\_  \_/\_/\_ - \_/\_/\_  \_/\_/\_ - \_/\_/\_ |  |  |

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| TRAINING *This includes trade/professional training, government training schemes,*  *apprenticeships, short courses and secondments* ***– relevant to this post*** | | |
| Course Title | Organisation | Dates |
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| Other Experience *Details should be given for any period not accounted for by full-time employment, education*  *and training, e.g. unemployment or voluntary work.* | | | | |
| Experience | | | | From/To |
|  | | | |  |
| Information in Support of Your Application *Please use this section of the application form to demonstrate your suitability for the role as described in the job profile, and please note that you will be expected to demonstrate how you meet the essential criteria of the role. Please refer to the Guidance Notes for Applicants which can be found on the final page of this document. If further space is needed, please continue on a separate A4 sheet.* | | | | |
|  | | | | |
| The Working Time Regulations 1998 *Please refer to the Guidance Notes for Applicants which can be found on the final page of this document.*  **Employment which you intend to continue if successfully appointed to the post applied for.**  *Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.* | | | | |
| Part 1 – No other Employment I confirm that I do / do not have any other employment. (delete as appropriate)  Signature:\_\_\_\_\_ Print Name:\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Part 2 – Other Employment** | | | | |
| Job title & Organisation | Number of hours per week including overtime | Start time  *(please use 24 hour clock)* | End time  *(please use 24 hour clock)* | |
|  |  |  |  | |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| Medical History or State of Health *This information will be used to enable us to make any reasonable adjustments* | |
| Is there anything concerning your medical history or state of health that is relevant to this application? | |
| Would you require any special arrangements if you are invited to interview?  *If yes, please give details below:* | □ Yes □ No |

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| Rehabilitation of Offenders Act 1974 | |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. IDEAL uses the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust. Unless the nature of the position allows IDEAL interviewing managers to ask questions about your entire criminal record, we only ask about “unspent” convictions. | |
|  | |
| **References**  *Please refer to the Guidance Notes for Applicants which can be found on the final page of this document.* | |
| Name: | Name: |
| Job title: | Job title: |
| Name of Organisation: | Name of Organisation: |
| Address:  Email : | Address:  Email : |
| Tel No: | Tel No: |
| How long have you know this person and in what capacity? | How long have you know this person and in what capacity? |
| If you do not wish us to contact your referee prior to interview, please tick the box. □ | If you do not wish us to contact your referee prior to interview, please tick the box. □ |

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| Declaration |
| I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.  **General Data Protection Regulations**:  **Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 6 months, after which they will be destroyed.**  I understand that if the position I am applying for involves contact with young people or vulnerable adults; if I am successful, Disclosure and Barring Service (DBS) will be applied for.  If I accept employment with IDEAL , I consent to my personal information being held by the organisation for the administration of my Contract of Employment.  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If this form has been completed electronically, please tick box to indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.* □ |

Equal Opportunities Monitoring Form

IDEAL is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers. To help us monitor our equal opportunities & diversity policy in recruitment and selection procedures, please complete the following questionnaire. The information you provide does not form part of the selection procedure; it is used only for monitoring purposes and in accordance with Equality legislation. This sheet will be separated from your application form before short listing. Please see over for further information.

Post applied for:……………………………………………………………… Date:………………………………….

Please tick where appropriate [√]

Gender and Gender Identity □ Male □ Female

□ Other: (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prefer not to say

Age Range □ Up to 25 □ 26-35 □ 36-45 □ 46-55 □ 56 or over

Ethnicity

□ White British □ Asian British □ Mixed White & Black African

□ White Irish □ Asian Indian □ Mixed White & Black Caribbean

□ Other White □ Asian Pakistani □ Mixed White & Asian

□ Black British □ Asian Bangladeshi □ Mixed White & Black African

□ Black African □ Asian Other □ Other Mixed

□ Black Caribbean □ Chinese British □ Other

□ Other Black □ Other Chinese Please specify:…………………………….

Sexuality

□ Bisexual □ Gay □ Lesbian

□ Heterosexual □ Unsure □ Prefer not to answer

Marital Status

□ Single □ Married □ Civil Partner

□ Divorced/Separated □ Widowed/Surviving Civil Partner □ Prefer not to answer

Religion

□ Buddhist □ Christian □ Hindu

□ Muslim □ Sikh □ Other

□ No Religion □ Prefer not to answer

*Continued…*

Disability

Would you define yourself as having a disability? □ Yes □ No

I understand that this information may be stored and processed as part of IDEAL’s Monitoring of Equal Opportunities and as part of the recruitment procedure and I give my consent for my details to be used for this purpose.

Where did you see this vacancy advertised? ………………………………….

Signature ………………………. Date …………….

Further Information

**Who has access to this information?**

Information provided on this form is kept strictly confidential at all times, with restricted access in Human Resources. It is used for monitoring purposes only, in line with our employer commitments. Data will be used in statistical format only and not be used to identify individuals.

**What happens to the monitoring information gathered?**

The information is stored on the recruitment database and used for recruitment and selection purposes. This ensures that all applicants are treated fairly and appointed solely on their suitability for the role. If you are appointed, the information will be transferred on to your computerised personal record to enable us to meet our workforce monitoring requirements.

**Gender and Gender Identity:**

This is an optional category that supports our duty as an employer to promote gender equality in the workforce, and to eliminate discrimination and harassment of transgender people.

**Ethnicity:**

The categories of ethnic origin reflect those chosen by the Office for National Statistics (ONS).

**Disability:**

Under the Equality Act (2010) a person is considered disabled if they:

have a physical or mental impairment

this impairment has an adverse effect which is substantial

the effect is long-term (usually lasting, or likely to last, 12 months or more)

the impairment has an adverse effect on their ability to carry out normal day-to-day activities

Certain conditions such as Cancer, HIV and Multiple Sclerosis do not require there to be a long term effect, but qualify from the point of diagnosis.

|  |
| --- |
| Declaration of Criminal Background Information  Please complete this form if you are attending for interview. It should be placed in an envelope marked Private and Confidential, addressed to the Interview Panel with your name clearly stated on the front and brought to the interview.  Please read the guidelines for Application for Employment before completing this form.  The information you provide will remain confidential  Name:……………………………………  Post applied for: ………………………  Date: ……………………………………………………  Please give details, including date, offence and, where appropriate, sentence of any unspent criminal convictions below.  If none, please write ‘NONE’.  Signed …………………… Date …….  If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer. |

**Guidance Notes for Applicants**

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

# Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

# Support for your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the Knowledge, Job Related Skills, Qualifications & Experience section of the role profile, in particular the essential criteria, ensuring that you give evidence and examples of how you meet these short-listing requirements. It is important that you demonstrate your suitability against the specific requirement of the role as set out in the job profile. Applications from candidates who do not meet the essential criteria are unlikely to be short listed.

When posts require regular travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet this criterion.

# Working Time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 13 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

# References

A minimum of two references are required. One of the references must be your current or most recent employer. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university. If in the role profile previous experience of working with young people or vulnerable adults is an essential criteria, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.

# Summary

If you are made an offer of employment with IDEAL you will be required to:

* Consent to references being taken up.
* Complete a medical questionnaire and if necessary undergo a medical examination.
* Demonstrate, by producing approved documentation, that you’re entitled to work in the UK
* IDEAL is committed to the safeguarding of children and young people. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS) and provide two references.

**Policy Statement on the Recruitment of Ex-Offenders**

IDEAL actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates.

We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, we may request details of your entire criminal record or only of ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within IDEAL and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that for the successful candidate, this information will be verified by requesting a Disclosure statement from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in IDEAL 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 e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

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

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants’ suitability for positions of trust, this policy complies with the DBS Code of Practice.

**Declaration of Criminal Background and Guidelines for Working with Young People and/or Vulnerable Adults**

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be ‘spent’. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of ‘spent’ convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

If you are invited to an interview please bring with you a completed Declaration of Criminal Background Form which is enclosed in this application pack. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked ‘Private and confidential’, addressed to the Interview Panel. Your name should be clearly stated on the front.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. The information you provide will remain confidential.

If you are made a conditional offer IDEAL will apply for an Enhanced DBS Disclosure depending on the nature of the job.

The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Enhanced disclosures provide details of a person’s criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.

Please send your completed Application Form to admin@idealsocialcare.co.uk

If you have any queries, please speak to a member of the HR team at Onehr@idealsocialcare.co.uk