

## **APPLICATION FORM**

Application Form

###### Policy Statement on the recruitment of Ex-Offenders

###  Please return completed application forms to:

Rachel Fripp

Sefton Carers Centre

27-37 South Road

Waterloo

Liverpool

#### L22 5PE

Or via email to rachel.fripp@carers.sefton.gov.uk

 **N.B.** *CVs* ***will not*** *be accepted.*

**APPLICATION FOR EMPLOYMENT**

Please complete this form in black ink or typescript.

Do not send a CV in place of this application form.

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| --- | --- |
| Position applied for  |       |
| Title | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  | Date of birth |   /  /     |
| First name |       | Surname |       |
| Address |       |
|       | Postcode |       |
| Phone or mobile no. |       | Email |       |
| Are there any restrictions on you taking up employment in the UK? Yes [ ]  No [ ]  |
| If yes, please provide details       |
|  |
| **Driving details** | Current Driving License? | Yes [ ]  No [ ]  |
| Provisional License? Yes [ ]  No [ ]  | Expiry Date |   /  /     |
| Full Driving License? Yes [ ]  No [ ]  | Expiry Date |   /  /     |
| Other (e.g motorcycle)       | Expiry Date |   /  /     |
| Details of any endorsements       |

**EDUCATIONAL HISTORY**

|  |  |
| --- | --- |
| Schools      | Qualifications Gained      |
| College or universities       | Qualifications Gained      |
| Other Training      |

**EMPLOYMENT HISTORY** (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of employer** | **Job Titles and Duties** | **Dates To and From** | **Salary on Leaving** | **Reason for leaving** |
|       |       | From  /  /    To  /  /     |       |       |
|       |       | From  /  /    To  /  /     |       |       |
|       |       | From  /  /    To  /  /     |       |       |
|       |       | From  /  /    To  /  /     |       |       |
|       |       | From  /  /    To  /  /     |       |       |
|       |       | From  /  /    To  /  /     |       |       |
|       |       | From  /  /    To  /  /     |       |       |
| **Other Employment** Please note any other employment you would continue with if you were to be successful in obtaining this position       |

**GENERAL COMMENTS**

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| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarized in the person specification)      |

**Hobbies and leisure**

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| Please note here your leisure interests, sports and hobbies, or other pastimes, etc.      |

**REFERENCE**

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| Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.  |
| 1 | Name |       2 |
|  | Relationship |        |
|  | Position |       |
|  | Company |       |
|  | Address |       |
|  | Tel No |       |
|  | Email |       |
|  | May we approach them prior to interview? Yes [ ]  No [ ]  |
|  |
| 2 | Name |       2 |
|  | Relationship |       |
|  | Position |       |
|  | Company |       |
|  | Address |       |
|  | Tel No |       |
|  | Email |       |
|  | May we approach them prior to interview? Yes [ ]  No [ ]  |

**CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**

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| 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 unspent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.In addition you are required to submit to a Disclosure and Barring Service check. Any standard or enhanced disclosure made by the DBS/SCRO will remain strictly confidential. **Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence**? Unspent convictions only. Yes [ ]  No [ ] If YES, please give details      |

**SPECIAL REQUIREMENTS (CARE SECTOR) WHERE APPLICABLE**

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| Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:1) Your written consent to obtaining a standard/enhanced disclosure certificate from the Disclosure and Barring Service or an approved umbrella body.2) Such disclosure being acceptable to us.3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).4) Two satisfactory written references.5) That you will supply proof of your eligibility to work in the United Kingdom.6) Evidence of physical or mental suitability for your work |

**DECLARATION (Please read this carefully before signing this application)**

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| 1 I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organization reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service /Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminatedSigned       Date   /  /     |

 **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

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| 1. As an organization using the Disclosure and Barring Service (DBS) and/or the Scottish Criminal Records Office (SCRO) Disclosure Service and/or AccessNI to assist in Disclosure and Barring Service assessing applicants suitability for positions of trust, the company complies fully with the DBS/SCRO/AccessNI 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 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 legislation.
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.
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