

*Improving the lives of people  
with learning difficulties and disabilities*



## Application Form

The recruitment process within this organisation has a minimum of two stages.

The completion of this application form is stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview.

Please ensure you fully complete the form and include a personal statement demonstrating how you meet the requirements of the job specification.

<b>Position applied for:</b>	
<b>Where was the vacancy advertised?</b>	
<b>Surname:</b>	<b>First Name:</b>
<b>Current address:</b>	
<b>Post code:</b>	
<b>Telephone number (home):</b>	
<b>Mobile number:</b>	
<b>Email address:</b>	

### Education

Examinations Passed/ Qualifications Gained	School/College/University Including dates attended

**Training History/Professional Status**

Graduation/Qualification	Location/Details - Including dates attended

**Additional Courses Attended**

Subjects	Location Including dates attended

### Employment History

Current/most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate sheet and attach if required; please sign that sheet(s).

<b>Name and address of current employer:</b>	
Date employed to/from	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
<b>Name and address of employer prior to the employer listed above:</b>	
Date employed to/from:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
<b>Name and address of employer prior to the employer listed above:</b>	
Date employed to/from	
Nature of business:	

Position held and reason for leaving:	
Salary / Rate:	
<b>Other Roles</b> (use additional sheet if necessary)	

**Availability to work – only complete this section if you are applying for a Count Me In Support Worker vacancy.**

Please tick in the below box when you are available to work

	Morning	Afternoon	Evening
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			

### Assistance with Interview and Assessment

Do you require us to make any special arrangements in order for you to participate in the recruitment process?  
For example, large print forms? Or additional time to complete forms?

If yes, please give details:

This information will not be used in reaching a decision on whether to offer employment.

### Capacity to work in UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	
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If yes, please provide details	
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If you are successful in the application, would you require a work permit prior to taking up employment?	
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## Referees

You must provide references covering the last **five** years of employment, including your current or most recent employer. All will be contacted, therefore please inform the referees of the fact that you have provided their details. If you are unable to provide the required references, please discuss the matter with us.

Please note we will only contact your referees if you are offered the position.

## Current or most recent employer

Name	
Address	
Post Code	
Tel No	
Job Title	
Email Address	

## Additional Referee

Name	
Address	
Post Code	
Tel No	
Job Title	
Email Address	

**Additional Referee**

Name	
Address	
Post Code	
Tel No	
Relationship to you	
Email Address	

**Criminal Record**

Members of staff of People in Action, who work with vulnerable people, are subject to the Health and Social Care Act 2008, and will be subject to a Police Record Check through the DBS.

If your role requires you to have a DBS check, please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions.

Please note, you may not be eligible for work in a care setting if you are on the DBS Register(s).

Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.

**Personal Statement:**

Please use the space below to provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. This may be taken from a work situation, voluntary work, charity or your own home.

Please be aware if you do not provide examples in your personal statement that meet the essential criteria of the job specification you will not be shortlisted for interview. Please restrict any additional information you wish to supply to two sides of A4.





**Signature and Declaration – IMPORTANT – Read before signing**

I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.

I understand that I will not be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS.

By my signature, I authorise People In Action to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_