

Position Details

Vacancy Title:

Service/Location:

Where did you learn of this post?:

Personal Details

Title:

First Name:

Surname:

Previous Surname:

Address:

Post Code:

Home Number:

Mobile:

Email:

National Insurance Number:

Date of application:

Eligibility to work

If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. If you are successful, you will be required to present evidence of this prior to your appointment.

Do you need a work permit to be employed in the UK?:

Are you subject to any employment restrictions?:

If you already have a work permit, when does it expire?:

Driving

Do you hold a current driving license?:

Do you have access to a vehicle that you can use for work?:

Employment History

Current

Name of Organisation:	Position Held:
Organisation's Address:	Post Code:
Telephone Number:	Email Address:
Outline Main Duties & Responsibilities:	
Period of notice required:	Salary/Rate of Pay:
Reason for leaving/Wishing to leave?:	
Does this role involve work with vulnerable adults or children?:	

Previous Employment

Starting with the most recent, gives details of your full employment history from the date you left full time education. Explain any gaps (if applicable) when you have not been in employment. All dates must include a minimum of MONTH and YEAR. Use a continuation sheet if necessary.

From:	To:	Position Held:
Organisation Name & Address:		
Reason for Leaving:		

From:	To:	Position Held:
Organisation Name & Address:		
Reason for Leaving:		

From:	To:	Position Held:
Organisation Name & Address:		
Reason for Leaving:		

From:	To:	Position Held:
Organisation Name & Address:		
Reason for Leaving:		

Education History

Starting with the most recent, gives details of all education and qualifications obtained e.g. School/College/University/Adult Education etc. If you are successful, you will be required to present original copies of any qualifications quoted on this application form. Use a continuation sheet if necessary.

From:	To:	
Education Establishment Name & Address:		
Qualifications & Grades Achieved:		

From:	To:	
Education Establishment Name & Address:		
Qualifications & Grades Achieved:		

From:	To:	
Education Establishment Name & Address:		
Qualifications & Grades Achieved:		

Relevant Skills, Knowledge, Experience and Reasons for Applying

To assist us in evaluating your application please detail below:

- Why you have applied for the position
- What skills, knowledge and experience you have that make you suitable the position
- Any outside interests, leisure activities and other information which demonstrates your suitability for the role

References

Please give the name and address of two referees, one of whom must be your present employer, or your previous employer. Contact details provided must be employment contact details for referees. If you have never been employed, one educational and one character reference is required. A character referee must have known you well personally for at least two years; must not be related to you by birth or marriage. The Organisation reserves the right to seek a reference from any previous employer, school, college or university in addition to the referees given below.

Name of Referee:	Job Title of Referee:	
Name of Organisation:		
Address of Organisation:		Post Code:
Telephone Number:	Email Address:	Contact Prior?:
Name of Referee:	Job Title of Referee:	
Name of Organisation:		
Address of Organisation:		Post Code:
Telephone Number:	Email Address:	Contact Prior?:

Criminal Convictions

Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974

The appointment of any staff member who may have contact with or access to children or vulnerable adults will be subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring service (or equivalent). Due to the nature of the work this post is exempted from the Rehabilitation of Offenders Act 1974 and all convictions both spent and unspent must be disclosed.

We believe that having a criminal record will not necessarily bar a candidate from working for us. Employment will depend upon the role, circumstances and nature of the offence. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 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. www.gov.uk/government/publications/dbs-filtering-guidance. All employees will be subject to registration with the Disclosure and Barring Service.

Do you have any convictions, cautions, reprimands or final warnings that are 'unspent' or are considered 'spent' under the Rehabilitation of Offenders Act 1974? (if 'Yes' provide additional details):

Are there any alleged offences outstanding against you? (if 'Yes' provide additional details):

Are you currently, or have you previously been barred from working with vulnerable groups or subject to sanctions by a regulatory body? :

Declaration under the Protection of Freedoms Act 2012

The post for which you are applying is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a criminal offence for a 'barred person' to apply to work in a regulated activity. If you are a barred person you must not proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

Are you a barred person?:

Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults? (If Yes, give full details):

Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance? (If Yes, give full details):

Statement on the recruitment of ex-offenders

Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check 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. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those 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, and in the secure handling of "sensitive personal data", e.g. DBS checks.

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 might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Summary

Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Declaration

It is the responsibility of the applicant to make the payment directly to UKHCA. Our organisation SAS Support and Solutions Ltd cannot refund a payment for disclosure once it has been submitted to UKHCA.

The DBS are unable to amend an application once submitted, If the application submitted with incorrect information then the application maybe withdrawn, you should be aware that the DBS application fee is non-refundable.

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated:

Please detail any further information you wish to put forward in support of your application:

Signed (Print Name):

Signed Date: