



APPLICATION FORM

Please complete in black pen. Do not enclose a C.V. as it will not be considered. **All sections of the form must be completed. You may attach continuation sheets if necessary.**

This form is available, on request, in large print or in electronic format

Post applied for:		Ref number:	
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Please ensure you read the Richmond House Social Care Services's policy statement on the Recruitment of Ex Offenders, included in the 'How to apply' guidance, before submitting your application:

I confirm I have read the Recruitment of Ex Offenders policy statement

Personal & Address Details

Full name:

Address:

Postcode:

Telephone:

Email:

Mobile:

Best time to ring?

Are you over 16?

Age:

Driving

Do you have a full and current driving licence valid in the UK?

Do you have the use of a car?

Education/Training (please continue on a separate sheet if required)

	From	To	Qualifications Obtained





Current / Previous Employment (please continue on a separate sheet if required)

Position	From	To	Main Duties and Reason for Leaving

Personal Statement – experience, skills and general comments

NOTE: After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. If you need additional space please use a separate sheet.





References

Please name two people who can be contacted to provide references
e.g. former employer, college tutor, other professionals – **not** friends or relatives.

Name:	Name:
Position:	Position:
Relationship to you:	Relationship to you:
Address:	Address:
Tel. Email:	Tel. Email:

- I understand that if I am appointed, this application form will become part of my personal file and that if I am not appointed it will be stored for 3 months and then destroyed in accordance with the 1998 Data Protection Act.
- To the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed:

Print Name:

Date:

Employment History
This may be paid or unpaid. Please put the most recent job first. Reason for leaving must be clearly stated. All periods of unemployment or gaps must be explained.

Job Title	Name and Address of employer	From	To	Brief description of duties	Reason for leaving	Salary on leaving



Education

If offered a post you will be asked for original evidence of your qualifications and the House reserves the right to approach any number of education providers to verify qualifications stated.

Secondary Education (CSE, GCSE, RSA, A Levels or equivalent)

Where you studied	Subject	Level	Grade	Date of exam/award

Please continue on a separate sheet if necessary

Further and Higher Education (Degree, Diploma, BTEC, City & Guilds, NVQ etc, or equivalent)

Professional

Professional Qualifications

Qualification Gained	Date of examination/award

Membership/Registration with Professional Bodies

Professional Body	Membership status	Registration number	Renewal date

Declarations of criminal records, cautions and convictions

Posts involving work which brings you in regular contact with children, vulnerable adults, people with disabilities and learning difficulties are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (ROA).

This means that you must disclose information about spent or unspent convictions or cautions when applying for this post, *except* where they are protected convictions and cautions as described in article 2A of the ROA Act 1974 (Exceptions) Order 1975.

Richmond House will check information relating to prospective employees through the Disclosure & Barring Service (DBS). Having a criminal record will not necessarily prevent your employment.





Please see the 'How to apply' guidance for further information about what you need to disclose to us.

Are you barred from working with children, young people or adults?

Are you, or have you ever been, barred from working with, or been included on a list of people barred from working with, children, young people or vulnerable adults?

Yes No If yes please give details

Investigations

Have you ever been the subject of any proven/unproven investigation(s), complaints(s) in relation to your work with children, young people or vulnerable adults, whether in a paid or voluntary capacity of carried out privately?

Yes No If yes please give details

Criminal background

Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the ROA 1974 (Exceptions Order) 1975 (as amended in 2013)?

Yes No If yes please give details





Additional Details

Guaranteed interview scheme

We guarantee, under the 'Positive about Disabled People' scheme, an interview for all applicants with a disability who meet the minimum criteria on the job description.

Are you a disabled person applying on that basis? Yes [] No []

Availability for interview

Please indicate any dates on which it would be impossible for you to attend an interview. Whilst the dates you provide will be taken into consideration, please note that it may not be possible to accommodate everyone's request when arranging interviews.

Unavailable dates []

Eligibility to work in the UK

Do you need permission to work in the UK? Yes [] No []

If your permission is limited, please provide full details of your immigration status, renewal dates and any other relevant information.

[]

How did you hear about this job?

- Internal advertising []
Local Authority jobs website []
Jobs fair []
Universal Jobmatch/Job centre []
Word of mouth []
Community Care []
School website []
Other - please give details []

- LinkedIn []
Facebook []
Twitter []
National Apprentice Website []
NHS jobs []
Children's Social Work Matters []

[]

Declaration

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK, registrations and for the release by other people or organisations of necessary information to verify the content.

I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

Signed []

Print name []

Date []





Please indicate if you are happy for us to contact you about your application, via the details provided on your application form, for purposes of the Recruitment & Selection process.

Yes No

On occasions we may need to contact you for feedback regarding the Recruitment & Selection process. Please indicate if you are happy for us to do this.

Yes No

Please refer to the 'How to apply' guidance for further information on the above consent questions and details on how the information you provide in this application will be stored and used).

Equal Opportunities Monitoring

The following pages will be removed and will not be seen by those shortlisting or interviewing applicants. The equal opportunities information provided will be treated in confidence and used only for monitoring purposes. It is not used as part of the selection process and the recruiting panel do not have access to any of this information.

Equal Opportunities Monitoring (confidential)

Richmond House Social Care Services is committed to equality and aims to ensure that everyone who works or applies to work for us is treated fairly and is not subjected to unlawful discrimination on grounds of their sex, age, race, ethnic or national origins, marriage or civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, family responsibility, disability or political beliefs. Applications are welcome from all sections of the community.

Post applied for		Ref Number	
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Gender: Male Female Prefer not to say

Do you identify yourself as trans? Yes No Prefer not to say

Date of Birth:

Age:

Nationality:





Sexual orientation:

- Heterosexual / Straight
- Homosexual / Gay man
- Not specified
- Lesbian / Gay woman
- Bisexual
- Prefer not to say

Marital status

- Married
- Divorced
- Partner
- Separated
- Civil Partnership
- Widowed
- Single
- Prefer not to say

Religion

- Baha'i
- Buddhist
- Christian
- Hindu
- Jain
- Jewish
- Muslim
- Sikh
- No Religion
- Other
- Prefer not to say

Ethnic Origin: Prefer to not say

White:

- British
- Irish
- Other White background

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Other Mixed background

Mixed Race:

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed background

Black or Black British:

- Caribbean
- African
- Other Mixed background

Other Ethnic Groups:

- Any other background
- Chinese or other ethnic group Chinese

Equal Opportunities Monitoring (confidential)

Disability information

The Disability Discrimination Act 2010 states that someone is disabled if they have a 'physical or mental impairment, which has a sustainable and long term adverse effect on their ability to carry out normal day to day activities'. Please see 'How to apply' guidance for further information.

Do you consider yourself to be disabled?

- Yes No Prefer to not say

If you tick "Yes" ,please tick as many boxes below as apply:

- Physical impairment** (such as using a wheelchair to get around and / or difficulty using arms, legs etc)
- Sensory impairment** (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)





- Mental health condition** (such as depression or bipolar)
- Learning disability** (such as Downs syndrome or dyslexia or cognitive impairment such as autism or one resulting from head-injury)
- Long-standing illness or health condition** (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
- Other** please give details

**THANK YOU
FOR TAKING THE TIME TO IMPROVE OUR POLICIES AND PRACTICES**

Please return your completed application form, declarations and additional information sheets to either:

Application@Rhscs.org.uk

OR:

**HR
Richmond House Social Care Services CIC
96 Main Street
North Frodingham
East Riding
YO25 8LJ**

