



**GSM ARDENT**  
BUILDING FUTURES SINCE 2019

# Employee Application Pack

<b><i>Position applied for:</i></b>	
<b><i>Closing date:</i></b>	

## LEGISLATION

### EQUAL OPPORTUNITIES

GSM Ardent is an equal opportunities employer and is committed to working towards non-discriminatory working practices.

Equal Opportunities Policy aims to ensure that no job applicant, employee, volunteer or service user receives less favourable treatment on the grounds of race, colour, ethnic or national origin, marital status, gender, medical status, social status, sexual orientation, age, disability, language, employment status, religious belief or is disadvantaged by conditions or requirements which cannot be shown to be justified. GSM Ardent is committed to striving to eliminate all forms of discrimination both through its work and through its policies and procedures.

GSM Ardent is dedicated to promoting diversity and welcomes a broad diversity of talent to apply.

### DATA PROTECTION

The information contained within this application form will be processed in accordance with the provisions of the Data Protection Act 1998 and all relevant subsequent legislation. This information will be held and processed for the purpose of personnel, payroll, admin and statistical purposes only. GSM Ardent will destroy all information obtained for unsuccessful applications after six months unless permission is sought from the applicant to save their application on file.

<b><i>Do you give permission for your application to be saved on file?</i></b>	<b><i>Yes</i></b>		<b><i>No</i></b>	
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We will not disclose any information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

### RIGHT TO WORK IN THE UK

Under the Asylum and Immigration Act 1996, all successful applicants are required to provide evidence of eligibility to work within the UK.

If you are unable to provide such documentation, we will unfortunately be unable to progress your application any further.

## PERSONAL DETAILS

Please complete this form in black ink and in **BLOCK CAPITAL LETTERS**.  
Please complete all boxes and enter 'Not Applicable' (N/A) if necessary.

<b>Title:</b>	Mr	Mrs	Ms	Miss	<b>Other:</b>	
<b>Surname:</b>						
<b>Forenames:</b>						
<b>Address:</b>						
<b>Telephone number:</b>					<b>Mobile number:</b>	
<b>Email address:</b>						
<b>National Insurance number:</b>						

## SPECIAL REQUIREMENTS

<b>Do you have any special requirements if you were invited to interview?</b>	Yes		No	
<b>If yes, please provide details:</b>				

## EDUCATION AND TRAINING

Please provide details of schools, colleges and/ or universities you have attended.

<b>Full name</b>	<b>Town/ City</b>

*Please provide details of all academic, technical and professional qualifications you have achieved including dates awarded. (This should include GCSE's, NVQ's or equivalent, A-Levels or equivalent, and Degrees). Please continue onto a separate sheet if necessary.*

<b>Qualification title</b>	<b>Qualification type</b>	<b>Grade/ level</b>	<b>Date awarded</b>

*Please provide details of any professional bodies you are a member of including date of registration.*

<b>Professional body</b>	<b>Membership type</b>	<b>Membership number</b>	<b>Date of registration</b>

*Please provide details of any further qualifications, training certificates and/ or courses attended which you feel are relevant to the role.*

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## EMPLOYMENT HISTORY

Please provide details of your present or most recent employer.

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			
<b>Please provide details of your main duties and responsibilities in your current post:</b>			

Please provide details of your previous employment. Please continue onto a separate sheet if necessary.

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			

<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

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<b>Reason for leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

<b>Employer:</b>			
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<b>Address:</b>			
<b>Telephone number:</b>			
<b>Position held:</b>			
<b>Date employed from:</b>		<b>Date employed to:</b>	
<b>Reason for leaving:</b>			

Please provide details of any gaps in employment that are not accounted for by education or training e.g. periods of unemployment or voluntary works. Please continue onto a separate sheet if necessary.

Dates	Reason for gap in employment

<b>Please state the number of days absent from work through illness in the last twelve months:</b>	
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## WARNINGS AND DISCIPLINARY ISSUES

	Yes	No
<b>Have you ever been dismissed from employment or have you ever resigned from a post due to a warning and/ or in the face of a dismissal?</b>		
<b>Have you ever been the subject of any allegation in relation to the safety and welfare of children, young people and/ or vulnerable adults whether substantiated or not?</b>		
<b>Have you been referred to LADO?</b>		
<b>If you have answered 'Yes' to either of the above questions, please provide an explanation of the circumstances of the warning/ disciplinary issue. (Please continue onto a separate sheet if necessary).</b>		

## DRIVING LICENCE DETAILS

<b>Do you hold a valid UK driving licence?</b>	Yes		No		<b>Type of licence:</b>		
<b>Licence number:</b>					<b>Expiry date:</b>		

<i>Please provide details of any endorsements if applicable?</i>	
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## REFERENCES

Offers of employment are subject to three satisfactory references, one of whom **must** be your present or most recent employer. Please provide details of your three referees below. The referees should be work references and the person must not be related to you. If you are unable to provide three employment references please provide one academic reference. Please note that New Start will only approach your chosen referees for a reference if you are selected for an interview.

<b>REFEREE 1</b>				
<b>Name:</b>				
<b>Position held:</b>				
<b>Company:</b>				
<b>Address:</b>				
<b>Telephone number:</b>		<b>Mobile number:</b>		
<b>Email address:</b>				
<b>Relationship to you:</b>				
<b>May we contact this person prior to interview?</b>			<b>Yes</b>	<b>No</b>

<b>REFEREE 2</b>				
<b>Name:</b>				
<b>Position held:</b>				
<b>Company:</b>				
<b>Address:</b>				
<b>Telephone number:</b>		<b>Mobile number:</b>		
<b>Email address:</b>				
<b>Relationship to you:</b>				
<b>May we contact this person prior to interview?</b>			<b>Yes</b>	<b>No</b>

<b>REFEREE 3</b>				
<b>Name:</b>				
<b>Position held:</b>				
<b>Company:</b>				
<b>Address:</b>				
<b>Telephone number:</b>		<b>Mobile number:</b>		
<b>Email address:</b>				
<b>Relationship to you:</b>				
<b>May we contact this person prior to interview?</b>			<b>Yes</b>	<b>No</b>

## YOUR UNDERSTANDING, SKILLS AND EXPERIENCE

*Please tell us how you think your personal qualities, experience, skills and interests are relevant to working with Children and Young People. Please refer to the Person Specification when completing this section. Please continue onto a separate sheet if necessary.*

## DISCLOSURE OF CRIMINAL RECORD INFORMATION

As a provider of services for children and young people, needs to be particularly careful about the character and background of our employees whose work will bring them into close contact with at-risk individuals and/ or groups.

*Please answer the following questions truthfully and accurately to the best of your knowledge. Any disclosures provided will be completely confidential and will be considered only in relation to an application for positions to which the order applies. Relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks.*

	Yes	No
<b><i>Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?</i></b>		
<b><i>Have you ever been barred, excluded or prevented from working with children or vulnerable adults in the course of any employment, regulated or controlled activity, as defined by the Safeguarding Vulnerable Groups Act 2006, whether paid or unpaid?</i></b>		
<b><i>Have you ever been suspended from any professional practice or subject to any suspension order by any local authority, professional body, inspectorate or similar licencing/ registration authority that may reasonably be regarded as preventing you from working with children or vulnerable adults?</i></b>		

***If you have answered 'Yes' to any of the above, please provide an explanation of the circumstances of the conviction/caution:***

Please refer to [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance) for full details on filtering and offences that will never be filtered.

All posts at GSM Ardent will be subject to an enhanced Disclosure and Barring Service (DBS) disclosure. By applying for a post at GSM Ardent, you, the applicant agree to undergo this process and abide by GSM Ardent policies and procedures regarding obtaining a DBS disclosure.

*Please confirm the following:*

	<b>Yes</b>	<b>No</b>
<b><i>I agree to GSM Ardent obtaining a DBS Disclosure if my application is successful?</i></b>		
<b><i>Are you currently registered with the Disclosure and Barring Service (DBS) Update Service?</i></b>		
<b><i>If yes, do you agree to GSM Ardent accessing the Update Service to carry out a Status Check?</i></b>		

## **DISCLAIMER FORM**

The Disqualification for Caring for Children Regulations 2002 applies to anyone employed in a registered or voluntary children's home.

The Regulations set out grounds for disqualification from caring for children.

These fall into three main areas:

1. Where a child of the individual has at any time been the subject of a care or similar order, or where an order has been made with the purpose of removing a child from the individual's care or preventing the child from living with him/her.
2. Where the person has been convicted of an offence specified in Schedule 1 of The Children and Young Persons Act or one involving injury or threat of injury to another person.
3. Where:
  - The person has been concerned with a voluntary or registered children's home which has been removed from the register; or

- An application by the person for registration of a voluntary or registered children's home has been refused; or
- The person has been prohibited from being a private foster parent, or the person has been refused registration to be a child minder or provider of day care, or had his/her registration cancelled.

*Please confirm the following:*

I have read and understood the above and declare that I am not disqualified from caring for children under The Disqualification for Caring for Children's Regulations 2002.

<b>Signed:</b>		<b>Date:</b>	
<b>Print:</b>			

## APPLICANT DECLARATION

I certify that to the best of my knowledge, the information provided within this form is true and accurate.

I understand that any false or misleading information given in response to any questions, or the failure to disclose any relevant information, may result in the withdrawal of any offer of employment or the termination of any contract of employment entered into.

I understand that if my application is successful, my appointment is subject to receipt of three satisfactory references, a satisfactory DBS disclosure and a proof of eligibility to work within the UK.

<b>Signed:</b>		<b>Date:</b>	
<b>Print:</b>			

Completed application forms are to be returned by e-mail to [manager@gsmardent.co.uk](mailto:manager@gsmardent.co.uk)

## RECRUITMENT MONITORING FORM

As an organisation, GSM Ardent values diversity and is striving to ensure equality of opportunity in our employment policies. In order to measure the degree to which we have achieved a diverse and representative workforce, and assess the impact of our Equal Opportunities Policy, we ask that you complete this form.

You are not required to answer any or all questions, though it is helpful to us if we have a 100% response.

On receipt of your application, this form will be separated from your application. Any information that you provide is strictly confidential and is used for statistical purposes only.

## ETHNIC ORIGIN

By monitoring ethnicity, we can compare our organisation against the data collected in previous years' National Census, to enable us to see whether we attract people to work for us from all communities, and whether as an employer, we reflect the communities we serve. We can also show whether all groups are fairly treated within our services.

***What is your ethnicity?***

<b>Asian or Asian British</b>			
<i>Asian British</i>		<i>Bangladeshi</i>	
<i>Indian</i>		<i>Pakistani</i>	
<i>Other Asian background</i>			
<b>Black or Black British</b>			
<i>African</i>		<i>Black British</i>	
<i>Caribbean</i>		<i>Other black background</i>	
<b>Mixed</b>			
<i>White and Asian</i>		<i>White and Black Caribbean</i>	
<i>White and Black African</i>		<i>Other mixed background</i>	
<b>Chinese or other ethnic group</b>			
<i>Chinese</i>		<i>Other ethnic group</i>	
<b>White</b>			
<i>British</i>		<i>Irish</i>	
<i>Any other white background</i>		<i>Prefer not to say</i>	

<b>What is your nationality?</b>

## AGE

GSM Ardent believes that people should be judged, not by their age, but according to their skills and abilities at work. By monitoring the age of our staff we can ensure that opportunities for development and promotion are open to everyone.

**What age bracket do you fall in?**

<i>Under 19</i>		<i>20 to 34</i>	
<i>35 to 49</i>		<i>50 to 64</i>	
<i>65 and over</i>		<i>Prefer not to say</i>	

## DISABILITY

Disabled employees are entitled to reasonable adjustments under the law to enable them to access work. By monitoring the disabilities of employees gives GSM Ardent the opportunity to ensure that the needs of each individual are catered for within the workplace and provide the support required for each employee to carry out their duties to their full ability. **Do you consider yourself to have a disability?**

<i>No, I do not have any disabilities</i>		<i>Yes, I do have disabilities</i>		<i>Prefer not to say</i>	
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<b>If you have answered 'Yes', is there anything particular that you need to help you to overcome any barriers to working within our organisation?</b>

## RELIGION OR BELIEF

Telling us about your religion or belief allows us to understand and plan to meet the particular needs of staff and how we can accommodate requests to meet people's religious needs. Knowing the religion of our staff also helps us to create an environment where all beliefs are respected.

***What is your religion or belief?***

<b><i>Buddhist</i></b>		<b><i>Christian</i></b>	
<b><i>Hindu</i></b>		<b><i>Jewish</i></b>	
<b><i>Muslim</i></b>		<b><i>Sikh</i></b>	
<b><i>None</i></b>		<b><i>Other</i></b>	
<b><i>Prefer not to say</i></b>		<b><i>Roman Catholic</i></b>	