**Job application form**

Topaz Care and Support is committed to the safeguarding and promotion of the welfare of all our service users, their families, and our staff, volunteers and carers. Everything we do promotes the safety and wellbeing of the service users we work with.

**Job details**

|  |  |
| --- | --- |
| **Position Applied For** |  |
| **Closing date for application** |  |
| **Reference number** |  |

# Personal details

|  |  |
| --- | --- |
| **Surname** |  |
| **First names** |  |
| **Title (select as appropriate)** | Mr / Mrs / Miss / Ms / Other  |
| **Preferred Name** |  |
| **Address:****Postcode:** |
| **Email address** |  |
| **Daytime telephone number** |  |
| **Mobile** |  |
| **Home** |  |
| **National Insurance number** |  |
| **Do you require a work permit?** |  YES NO  |
| **DBS Registration Number?** |  |

# Present employment

|  |  |
| --- | --- |
| **Job title** |  |
| **Name and address of employer** |
| **Date commenced with employer** |  |
| **Notice required** |  |
| **Briefly describe your present job; its main purpose and your responsibilities:** |

# Previous employment

|  |
| --- |
| Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work and any work experience from leaving school (continue on a separate sheet as necessary). ***NB If you have worked in childcare before we require the details of all your former employers*** |
| **Name & Address****(include nature of business)** | **From / To****(exact dates)** | **Position and Salary** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# Education and qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School, College, University etc** | **From / To** | **F/P** | **Subjects studied****(with grades and year taken)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# Training

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| --- |
| Please list all training undertaken that is relevant to the post applied for - this includes apprenticeships, short courses, projects and secondments. (*Please continue on a separate sheet if necessary*) |
| **Course Title** | **Organisation** | **From / To** |
|  |  |  |
|  |  |  |
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|  |  |  |

# Driving Licence

|  |  |
| --- | --- |
| **Do you hold a full current Driving Licence?** (select as applicable) | Yes / No  |
| **Do you have any current endorsements?** (select as applicable) | Yes / No  |
| **If YES, please specify:** |  |

# Why are you applying for this job?

Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

|  |
| --- |
|  |

# Warnings and Disciplinary Issues

|  |  |
| --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? | Yes / No  |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | Yes / No  |
| If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. |
| I have attached details requested  | Yes / No  |

# Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. All appointments are subject to an enhanced DBS check.

**N.B. Declaration of convictions will not necessarily bar you from employment. All applicants will be subject to our safe recruitment processes. All convictions will be considered on their merits in relation to the post applied for, do not be deterred by this as only certain offences will bar you from a caring role, this will be assessed within application, interview and positive disclosure.**

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence?**(select as applicable) | Yes / No  |
| **Have you ever received a Caution, Reprimand or Warning?** | Yes / No |
| **Are there any alleged offences outstanding against you?** | Yes / No  |
| **If YES to any of the above, please give details in a sealed envelope marked 'strictly confidential' and marked FAO the Admin. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.**  |

#  How did you hear about this vacancy?

|  |
| --- |
| Job website Recruitment Agency Advert in newspaper Company website Other (please give details): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Employee Recommendation If referred by an employee please give their name and where they work (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# References

Please provide two (2) references. One must be your present or last employer (where applicable) and another second employer. If you have not been employed previously, please provide academic and character references.

**A job offer will not be made without 2 satisfactory references.**

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

|  |
| --- |
| **Present/last employer** |
| Name |  |
| Address |  |
| Tel No: |  |
| Occupation |  |
| Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes / No  |
| **Second Employer** |
| Name |  |
| Address |  |
| Tel No: |  |
| Occupation |  |
| Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes / No  |

Declaration

|  |
| --- |
| **I declare that the information given both on this application form and disclaimer form is true and correct. I understand that any false or misleading information, or omissions of information concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.** |
| **Signed:** |  |
| **Date** |  |
| **Print name** |  |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent |  |
| DPA logo **Data Protection Act 1998**Topaz Care and Support will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this 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. |

# How to return your form

Please send your completed application formto**:**

**Topaz Care and Support, Ceme innovation , Marsh way. Rainham RM13 8EU**

Completed forms can be emailed to: admin@topaz-support.org.uk

**Please note if we do not contact you within 4/6 weeks of the published closing date (or in the absence of a closing date, within 4/6 weeks of the date on which you submitted your application), then you have not been short listed for an interview. All applicants’ details are kept on file for 6 months. In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope.**

**In the meantime may we take this opportunity to thank you for your application and for your interest in Topaz Care and Support.**