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**APPLICATION PACK**

**Guidance Notes for Applicants**

The application form plays a vital role in the selection process, both in deciding whether or not you will be shortlisted for an interview and as a basis for the interview itself. It is therefore important to address the Person Specification by relating it to your experience, knowledge, skills and abilities, which are relevant to the job.

The following advice should help you to complete the application form as effectively as possible.

**The Job Description**

* The job description details what sort of duties you would be expected to carry out
* Ask yourself why you are interested in the job
* Would it be a good career move – perhaps to broaden your general work experience or to support the sort of work you might want to undertake as a career

**The Person Specification**

* The person specification will list the skills, knowledge, qualifications and experience required. You should provide evidence that you have these on your application form
* Explaining your present and previous jobs to someone else may help to uncover “hidden” skills, that you take for granted
* Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests/care for family

**Your Employment History**

* Write out your career history: do not go into too much detail but make sure that you explain the main responsibilities of the most relevant jobs that you have had
* Check that the dates are correct and in the right order and make sure there are no gaps
* Please use an extra page if there is not enough room

**Do a rough draft first**

* Write out the form in rough to avoid mistakes and repetitions
* This also gives you the opportunity to ensure that your form is well organised and relevant

**Other Information Section**

* This is where you make your case for the job
* You should refer to the person specification and try to provide evidence of how you meet each requirement
* Your form should be written in a concise, well-organised and positive way
* Specify your own responsibilities rather than those of your organisation or Company

**Complete the Form**

* Type it or use back ball-point
* Ensure it is clearly presented to create a good impression

**Sign the Form**

* This can sometimes be overlooked, please make sure you sign the form

**Send the Form Back on Time**

* Please email your completed form back to: [info@ablcare.com](mailto:info@ablcare.com) with the relevant details in the subject line.
* If you are responding to a particular job advertisement and there is a date/time by which you must return the form, please make sure you send it so that it is received on time

***Always keep a copy for your own records***

APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

*Personal Information*

|  |  |
| --- | --- |
| Forenames: |  |
| Surname: |  |
| Title (Mr, Mrs, Miss, etc): |  |
| Previous names (if any): |  |
| Address for communications: |  |
| Daytime telephone number: |  |
| Do you have the right to take up employment in the UK? |  |
| Do you have a full Driver’s Licence? |  |
| Do you have use of your own vehicle for work? |  |
| Dates you are not available for interview: |  |

## Education

**From GCSE or equivalent to degree level in chronological order**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

**Postgraduate education or study or any other professional qualifications or training**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

## Work experience

**Please give details of your full employment history (continue on a separate sheet if necessary). Please begin with your present or most recent position and then work chronologically backwards.** *As a minimum we expect employment history to cover the last 10 years. If there are any gaps or this requirement cannot be met, please explain why?*

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Job title, description of duties and responsibilities and reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Information**

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| --- |
| **Do you have any other training, qualifications or skills relevant to the post (e.g. a full UK driving licence, other training courses you have attended, etc.)?** |

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| --- |
| **Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.**  **Will discuss at interview** |

|  |
| --- |
| **Have you made a previous application to the Company? If so, when was this and what was the outcome?** |

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| --- |
| **Please give details of your main extra-curricular activities and interests.**  **Reading** |

|  |
| --- |
| **Please use this space to say why you are interested in the post for which you have applied and provide any other information that you feel is relevant to your application.** |

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| --- |
| **If you are successful, when could you take up your post?** |

|  |
| --- |
| **If you are disabled, please give details of any special arrangements you would require to enable you to attend interview.** |

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Your second referee should preferably also be a previous employer if you have had more than one job and, if possible, should relate to a role that involved work with vulnerable adults and/or children. Neither referee should be a relative or contemporary.

|  |  |
| --- | --- |
| **First referee** | **Second referee** |
| **Name:**  **Job title:**  **Address:**  **Phone number:**  **Capacity in which known to you:** | **Name:**  **Job title:**  **Address:**  **Phone number:**  **Capacity in which known to you:** |

**Rehabilitation of Offenders Act 1974**

*In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending charges, cautions or convictions, whether spent or otherwise. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.*

*The Disclosure and Barring Service (DBS) carries criminal records checks in England and Wales. These checks are known as Disclosures. When someone applies to the DBS for a Disclosure, the DBS checks the police national computer and government lists. The person applying for the check always receives a copy of the Disclosure. An Enhanced disclosure is required for jobs which involve regular caring for, training, supervising or being in sole charge of vulnerable adults.*

*As part of our employment process at ABL Care, we will ask you to complete the DBS Disclosure form. You will be asked information about any previous names, addresses for the last 5 years and will be required to produce documentation such as your birth certificate, passport and drivers licence.*

|  |
| --- |
| **Please specify below details of all and any past or pending charges, cautions or convictions, whether spent or otherwise (if you have no past or pending charges, cautions or convictions, please specify “None”).** |

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby authorise ABL Care to obtain from schools, former employers or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications, which I have stated on this form. I understand that ABL Care will not contact my professional referees without my consent, but that failure for them to obtain these references will result in my refusal to be offered a job.

I certify that I have never been required to attend a disciplinary hearing in connection with unauthorised physical contact, abuse or neglect of a service user or vulnerable individual.

Finally I understand that ABL Care require me to complete all induction and basic training requirements pertaining to my position within 6 months of my start date.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

|  |  |  |
| --- | --- | --- |
| **Signed:** |  | **Print Name:** |
| **Date:** |  |

**DATA PROTECTION NOTICE**

ABL Care will use and keep information provided as part of this application process to help to make a decision regarding your suitability for employment and, if successful, the information will be used to form your employment record and will be retained for the duration of my employment and as long as is deemed legally necessary thereafter.  The UK Data Protection Act 2018 and GDPR give you new rights relating to your data, which can be found on The Information Commissioners web site [www.ico.org.uk](http://www.ico.org.uk/).

 If I am not successful, I understand that ABL Care will retain my information for a maximum period of 12 months.  ABL Care may use this information to contact me in the event of there being any other vacancies for which I may be suitable. If you have not been employed by ABL Care, in any position within 12 months of this date, you will be asked to re-apply again after this time for any other positions, as the information will have expired by this time. If you do not wish us to do so, please tick this box❑.

You have the right to ask for a copy of the information which we hold on you and to correct any inaccuracies in your information.

For more information about how we process your data, and your rights, see our privacy policy here <https://www.ablcare.com/privacy-policy/>