**Application Form**

The Little Robins Care Services Limited is committed to the safeguarding and promotion of the welfare of all children and young people. Please complete all of this form in type or black ink and use only the same size paper (A4) as continuation sheets.

# Job details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Applied For:** | **Support Worker** | | | | | |
| **Please indicate preferred working arrangements:** | **Fulltime:** | Y/N | **Part time:** | Y/N | **Job share:** | Y/N |
| **Name of Home if applicable:** |  | | | | | |
| **Location:** | **Plymouth, Devon.** | | | | | |

# Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | | |
| **First names:** |  | | |
| **Title (select as appropriate):** | Mr / Mrs / Miss / Ms / Other | | |
| **Preferred Name:** |  | | |
| **Address:** |  | | |
| **Email address:** |  | | |
| **Daytime telephone number:** |  | | |
| **Mobile:** |  | | |
| **Home:** |  | | |
| **National Insurance Number:** |  | | |
| **Date of Birth:** |  | | |
| **Do you require a work permit?** | Y/N |  |  |

# Present employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title:** |  | **Employer:** |  |
| **Address of employer:** |  | | |
| **Date commenced with employer:** |  | | |
| **Salary / wage / benefits:** |  | | |
| **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) | | | |
| **Name & Address**  **(include nature of business)** | **From / To** | **Position** | **Reason for leaving** |
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# Time Breaks in Employment

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| --- | --- | --- |
| Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order. (p*lease continue on a separate sheet if necessary*) | | |
| **From:** | **To:** | **Reason for break:** |
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# Education and qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| From age 16 (GCSE’s) onwards, and please state whether full (F) or part (P) time, | | | |
| **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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| --- | --- | --- |
| This includes government training schemes, apprenticeships, short courses, projects, & secondments. Please also include trade/professional training and give date of completion.  (*Please continue on a separate sheet if necessary*) | | |
| **Course Title** | **Organisation** | **From / To** |
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# Membership of Professional Institutes

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| --- | --- | --- |
| Please indicate whether membership is by examination. | | |
| **Institute** | **Membership Number** | **Year of Award** |
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# Driving Licence

|  |  |
| --- | --- |
| **Do you hold a current Driving Licence?** | Y/N |
| **If YES, please state the type of licence you hold:** |  |
| **Do you have any current endorsements?** | Y/N |
| **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).

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# References

Please provide two 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.

For posts within Children’s Residential Services, employment references will be automatically sought even if you have stated 'no' in the 'may we contact' boxes below. Please contact us immediately if this is a cause for concern.

|  |  |  |
| --- | --- | --- |
| Present/last employer | | |
| **Name:** |  | |
| **Address:** |  | |
| **Tel No:** |  | |
| **Occupation:** |  | |
| **Email Address:** |  | |
| **May we contact this referee prior to interview?** | | Y/N |

|  |  |  |
| --- | --- | --- |
| Second employer | | |
| **Name:** |  | |
| **Address:** |  | |
| **Tel No:** |  | |
| **Occupation:** |  | |
| **Email Address:** |  | |
| **May we contact this referee prior to interview?** | | Y/N |

|  |  |  |
| --- | --- | --- |
| Personal Referee or course tutor (if applicable) | | |
| **Name:** |  | |
| **Address:** |  | |
| **Tel No:** |  | |
| **Occupation:** |  | |
| **Email Address:** |  | |
| **May we contact this referee prior to interview?** | | Y/N |

# Warnings and Disciplinary Issues

|  |  |
| --- | --- |
| **Have you ever been dismissed, or have you ever resigned in the face of a dismissal or warning?** | Y/N |
| **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?** | Y/N |
| 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** | Y/N |

# Attendance

Please give the number of days and reason for any sickness/absence days taken during the last 12 months.

|  |  |
| --- | --- |
| **Number of days:** | **Reason(s):** |
|  |  |

# 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 CRB check. N.B. Declaration of convictions will not necessarily bar you from employment.

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence?** | Y/N |
| **Are there any alleged offences outstanding against you?** | Y/N |
| If YES to any of the above, please give details in a sealed envelope marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice. | |

**Declaration of Interests**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any relationships with any person employed by or connected with The Little Robins Care Services Limited?** | | | | Y/N |
| If YES, please give full details (stating department and job title): | | | | |
| **Name:** |  | **Job Title:** |  | |

**The Little Robins Care Services Limited 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.

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.

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

# Declaration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I declare that the information given both on this application form, disclaimer form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. | | | | |
| **Signed:** |  | | | |
| **Print Name:** |  | **Date:** |  | |
| **If form has been completed electronically, please indicate ‘Yes’ in the box:** | | | |  |
| DPA logo  **Data Protection Act 1998**  Little Robins Care Services will only process the information you have provided in this form for 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. | | | | |

**WE** **ARE** **AN** **EQUAL** **OPPORTUNITIES** **EMPLOYER**

The sole criterion for selection of applicants will be suitability for the Job Position, regardless of age, gender, gender orientation, background, culture, ethnic denomination, religious affiliation, marital status or disability. This is in accordance with our declared Equal Opportunities & Diversity Policy.

# How to return your form

Please send your completed application formto:

**The Little Robins Care Services Limited**

**14 Linden Avenue**

**Tividale**

**OLDBURY**

**B691JX**

**OR**

**Completed forms can be emailed to:** [**support@littlerobins.co**](mailto:tkapikinyu@yahoo.com)

If you are returning your application by post, please ensure you use the correct postage for the size, weight, and thickness of your envelope in line with the revised posting system. In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope.

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 meantime, may we take this opportunity to thank you for your application and for your interest in The Little Robins Care Services Limited.**

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Description automatically generated

**Why are you applying for this job? Continued**