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Description automatically generated

**Sisu** (see’ – soo) **noun**: Extraordinary determination and courage, especially in the face of adversity.

**Sisu Services Ltd**

Head Office: 38 Berry Lane | Longridge | Preston | PR3 3JJ

T 0333 5333 350 | [info@sisuservices.co.uk](mailto:info@sisuservices.co.uk) | [www.sisuservices.co.uk](http://www.sisuservices.co.uk/)

Application Form

Please send you completed application form to: [recruitment@sisuservices.co.uk](mailto:recruitment@sisuservices.co.uk)

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| Position applied for: | |
| Location applied for – delete as appropriate.Haslingden or Longridge | |
| Where did you hear about the job (ie Indeed, Facebook, Word of mouth): | |
| Professional bodies and Registration number (eg Social Work England): | |
| If you obtained this position, would you continue in any other employment? If yes, please state which employment. | Yes or No (please delete) |
| Are you entitled to enter or remain in the UK and undertake the work in question? | Yes or No (please delete) |

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| **Personal Details** | |
| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Date of Birth: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

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| **Education and Training** | | | |
| School, college, etc: | Dates: | | Qualifications Achieved: |
| Month Commenced: | Month Completed: |
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| **Short Courses Relevant to the Post Applied For** | |
| Name of Course | Date Attended |
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| **Employment History**  Please outline all employment undertaken since leaving school to include any employment gaps and reason for this. Please ensure as a minimum you include month and year in line with our safer recruitment procedures. | | | | |
| Name & Address of  Employer: | Dates: | | Job title  and duties: | Reason for  Leaving: |
| Month Start: | Month End: |
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| **Driving Licence Details** | |
| Current driving licence? | Yes or No (please delete) |
| If yes, type of licence: | e.g. car or motorbike |
| Any current endorsements? | Yes or No (please delete) |
| If yes, give details: |  |
| Any motoring prosecutions pending? | Yes or No (please delete) |
| If yes, give details: |  |
| Business Insurance | Yes or No (please delete) |

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| **References**  Please provide professional contact details for referees and avoid providing personal email addresses. | |
| Most Recent Employer Reference:  Please give the details of your most recent line manager | |
| Name of Referee: |  |
| Job Role: |  |
| Postal Address: |  |
| Contact phone number: |  |
| Email: |  |
| Is this your current/most recent employer? |  |
| May we contact them prior to interview? |  |

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| **2nd Reference** | |
| Please give the details of a second employer reference | |
| Name of Referee: |  |
| Job Role: |  |
| Postal Address: |  |
| Contact phone number: |  |
| Email: |  |
| May we contact them prior to interview? |  |

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| **Supporting Statement**  **Please use this opportunity to tell us more about yourself, your knowledge, experience, skills and anything else you would like to put forward in support of your application. It may help to look at the job advert and tell us what you will bring to the role and how you meet the criteria. There is no word limit!** |
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| **Question asked under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014** | | |
| Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the tasks which are intrinsic to this employment? | | Yes or No (please delete |
| If yes, give details: |  | |

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| **Privacy notice** |
| We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as qualifications and previous employment history.  We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.  This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.  If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”. |

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| **Declaration** | | | | | |
| The above information is true. I understand that any job offers made on the basis of untrue or misleading information may be withdrawn or my employment terminated. | | | | | |
| Name of Applicant: |  | Signature of Applicant: | *By submitting electronically you are signing in agreement* | Date of Signature: |  |

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| **Declaration under the Protection of Freedoms Act 2012** | | | | | |
| The post for which you are applying is a ‘regulated activity’ within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a criminal offence for a ‘barred person’ to apply to work in a regulated activity. If you are a barred person you must not proceed with this job application.  If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service. | | | | | |
| **Declaration** | | | | | |
| Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults? | | | Yes or No (please delete) | | |
| If “Yes”, give full details |  | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance? | | | Yes or No (please delete) | | |
| If “Yes”, give full details |  | | | | |
| Application Surname (Print): |  | Application Forename (Print): | |  | |
| If you have previously had any other surname(s) or forename(s), you must declare all of them below and state the date of each change and the reason. | | | | | |
| Application Previous Surname (Print): |  | Date from: |  | Date To: |  |
| Reason for change: |  | | | | |
| Application Previous Surname (Print): |  | Date from: |  | Date To: |  |
| Reason for change: |  | | | | |
| Signature of Applicant: | *By submitting electronically you are signing confirmation* | Date Declaration Signed: | |  | |

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| **Statement on the recruitment of ex-offenders** |
| Introduction |
| As an organisation using the Disclosure and Barring Service’s (DBS) checking service to assess applicants’ suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.  We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background. |
| **DBS Application Policy** |
| We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and we welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.  A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.  Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.  Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.  We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and in the secure handling of “sensitive personal data”, e.g. DBS checks.  At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.  This policy document is made available to all DBS applicants at the outset of the recruitment process, and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.  We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. |
| **GDPR** |
| I agree that should I be successful in this application that Sisu Services Ltd may apply for my references I have named, and I am giving my referees permission to disclose details relating to my employment.  Signed: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(If you are completing this digitally please type your name in place of signature)* |