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| --- | --- | --- |
| Position Applied for: | Closing Date: | How did you find out about this opportunity? |

**Front line support roles require shift work, evenings, weekends, sleep-ins and occasionally waking nights. However, we are interested to understand what your preferred options/availability is. Help us to do this by completing the table below.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Full time | | Part-Time | | Bank (0 hours) | | Nights |
|  | | | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| AM |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |
| Nights |  |  |  |  |  |  |  |

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| **About You** | | |
| Title: | First Name: | Surname: |
| Home address: | | Contact numbers:  Email address: |
| Postcode: | | National Insurance Number: |

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| **Drivers Licence?** | | **Yes** | **No** | | |
| Private Vehicle | Motor Bike | PCV | Other: | | |
| Will this be your only employment? | | **Yes** | **No** | | |
| If No, please provide details of your commitment with other employers: | | | | | |
| Are you related to anyone within this organisation? | | | | **Yes** | **No** |
| Do you have current or pending points on your drivers’ licence | | | | **Yes** | **No** |
| If yes, please provide details: | | | | | |

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| **Current Employment:** | | | | | | |
| Organisation | Address | Position | Start date  (mm/yy) | End date  (mm/yy) | Notice period | Salary |
|  |  |  |  |  |  |  |
| Brief description of duties, responsibilities and achievements: | | | | | | |
| Reason for leaving: | | | | | | |

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| **Full Employment History since leaving school (latest first):** | | | | | |
| Organisation | Address | Position | Start date  (mm/yy) | End date  (mm/yy) | Reason for Leaving |
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| **Gaps in Employment** | | |
| Dates from: | Dates to: | Reason for Gap |
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| **Education** | | | | |
| Qualification & Name of Institution | Level | Subject | Grade | Year Obtained |
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| **Vocational Training** | | |
| Qualification & Level & Description | Accreditation | Date |
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| **Membership of Professional associations or Statutory Bodies** | | |
| Name | Level | Registration Date |
|  |  |  |
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| **Personal Statement**. In no more than 200 words explain how you meet the personal specifications and key competencies for the role you are applying for. |
|  |

**References**

Please provide details of two referees who can comment on your suitability for this post. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you do not wish us to contact a referee prior to inteview, then please tick the appropriate box and use a separate sheet to explain why . If you have not worked previously, then please give details of a school/college/university official.

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| --- | --- | --- | --- |
| **Referee 1 (current or most recent employer)** | | **Referee 2** | |
| Name: | | Name: | |
| Relationship to applicant: | | Relationship to applicant: | |
| Position: | | Position: | |
| Employer/University/College Name: | | Employer/University/College Name: | |
| Address: | | Address: | |
| Post Code: |  | Post Code: |  |
| Telephone No: |  | Telephone No: |  |
| E-mail: |  | E-mail: |  |

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| **Disciplinary Information** | | |
| Have you been the subject of formal disciplinary sanctions or procedures (e.g. written or final warning) | **Yes** | **No** |
| Have you been dismissed from previous employment? | **Yes** | **No** |
| Have you been subject to a criminal investigation following an allegation held within LADO | **Yes** | **No** |
| Have you ever been convicted of any offence, bound-over or given a caution? | **Yes** | **No** |
| If yes to any of these questions, please provide more information: | | |

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| **Right to Work** | |
| All applicants will be asked at interview to provide documentary evidence of their right to work in the UK. Do you have any restrictions that apply to you? | |
| **YES** | **NO** |
| If yes, please provide more information: | |

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| **DBS Statement** |
| All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post, we will ask the DBS for a Disclosure.  *Carbrey Group will cover the cost for an initial DBS\* after which it is an expectation of ongoing employment that all employees maintain their own annual subscription to the DBS update service which Carbrey Group will cover the annual costs.*  The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act. |

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| **Reference Statement** |
| If you are successful at interview, we will follow up with permission two referees, one must be your line manager within your most recent position. We will not accept personal references from friends or family. |

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| **Safeguarding Declaration** | | |
| *Carbrey Group is committed to safeguarding and promoting the welfare of the children and young people in our care. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and disclosures with the relevant body at an enhanced level.*  I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups, children or young people. * I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State of other regulatory bodies   **Failure to disclosure information about full employment history, disciplinary information or criminal convictions or cautions or driving penalties will affect any conditional job offer.** | | |
| I confirm that I have read and understood this page. | | |
| Name: | Signature: | Date: |

*We are an equal opportunities employer.*

*\*Bank candidates will pay the sum of £60, of which £55 will be reimbursed on completion of 10 shifts*