

**EMPLOYMENT APPLICATION FORM**

**You must complete all sections of the Application Form in blank ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. Curriculum Vitae’s will not be accepted. Guidance Notes are attached to help you complete this form.**

|  |  |
| --- | --- |
| Position applied for: | Closing date: |
| Where did you first learn of this vacancy? | |

**Personal Details and Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: Surname: Forenames (in full): | | | |
| Please also provide details of any former names (if applicable) | | | |
| Home Address: | | Daytime Telephone No: |  |
| Evening Telephone No: |  |
| Mobile No: |  |
| National Insurance No: |  |
| Post Code: |  | e-mail: |  |

**Entitlement to work in the UK**

|  |
| --- |
| 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 give details of any restrictions: |

**References**

Please provide details of referees covering at least 5 years of employment 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **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: |  |
| **Referee 3** | | **Referee 4** | |
| 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: |  |

**Current Employment** (or last employment if not currently employed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer Name: |  | | | | |
| Employer Address: |  | | | | |
| Post Title: |  | | | | |
| Start date (dd/mm/yyyy): |  | | End date (dd/mm/yyyy): (if applicable) | |  |
| Please give a brief description of current duties, responsibilities and achievements: |  | | | | |
| Reason for leaving this post: |  | | | | |
| What is your contractual period of notice? |  | Current Salary: | |  | |

**Previous Employment** (please list all your employment history and continue on an additional sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of Employer | Job Title | Start Date (dd/mm/yyyy) | End Date (dd/mm/yyyy) | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Gaps in Employment**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

|  |  |  |
| --- | --- | --- |
| Dates from: | Dates to: | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Education**

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary and Further Education (please list in chronological order) | Level | Subjects | Grade/  Result | Year  Obtained |
|  |  |  |  |  |

**Other training and development (including professional, vocational or job-related training)**

|  |  |
| --- | --- |
| Title and brief description of course | Date |
|  |  |
|  |  |

**Membership of Professional Associations or Statutory Body**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organisation Name | Level of Membership/Role/Registration No. (if applicable) | | Registration Date | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
| Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK.  \*If Yes – please provide details in a sealed envelope and attach with this form | | Yes\* | |  | No |  |

**Reasons for applying for this post**

|  |
| --- |
|  |

**Additional Information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you licensed to drive any of the following? | Private Car |  | Motor Bike |  | PCV |  | Other (give details) | | |  | |
| Please confirm whether this will be your only employment? | | | | | | | Yes |  | No\* | |  |
| \* If no, provide details including days and hours worked and whether full- or part-time: | | | | | | | | | | | |
| \* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):  ***If you are short-listed for interview the panel will discuss this with you and your current or previous employers.*** | | | | | | | | | | | |
| **Please note the following:**  **If you are related to anyone in this organisation please provide details:** | | | | | | | | | | | |

1. **Enhanced DBS Check:**

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.

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of any offence, been bound-over, or given a caution? (see notes above)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details in the space provided below. The information you provide will be treated in confidence.*** |
| **Are you currently the subject of any police investigations following allegations made against you?**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details in the space provided below. The information you provide will be treated in confidence.*** |

|  |
| --- |
| 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 or other regulatory body.   Signed: Print Name:  Date: |

**B) Safeguarding Declaration**:

1. **Agreement to use my data**

|  |
| --- |
| I hereby freely give my prospective employer Bedspace Resources Ltd consent to use and process my personal data relating to my job application (examples of which are listed above).  **In giving my consent:**  I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).  I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.  I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.  I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.  I understand the Data Controller for our Company is Phil Mair and I can contact them directly if I have any questions or concerns. Their e-mail address is phil.mair@bedpace.co.uk.  I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at [www.ICO.org.uk](http://www.ICO.org.uk))  Signed: Print Name:  Date:  I understand that to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution   Signed: Print Name:  Date: |

|  |
| --- |
| **Availability:**  Are there any dates when you are not available for interview? |
| **PLEASE RETURN THIS FORM TO**:  HR Department, Bedspace Resource Ltd, 473 Chester Road, Stretford, M16 9HF.  [**hr@bedspace.co.uk**](mailto:hr@bedspace.co.uk) |

**EQUAL OPPORTUNITIES MONITORING FORM - IS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will not be used as part of any selection process)**

Please help ***Bedspace Resources Ltd*** prevent unfair discrimination by answering ALL of the following questions and ticking the appropriate box. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| Post Title: | Post No: | |
| First name(s): | Surname: | |
| Date of Birth: | Male: | Female: |
| **Ethnic Origin/Nationality:** **My Ethnic Origin is:**  Please quote a number from the list given below   |  |  |  | | --- | --- | --- | | **White** | **Mixed** | **Asian** | | 01 British | 21 Black and White Caribbean | 41 Indian or British Indian | | 02 Irish | 22 Black and White African | 42 Pakistani, British Pakistani | | 19 Other white | 27 Chinese and White | 43 Bangladeshi, British Bangladeshi | |  | 28 Any other mixed background | 44 Other Asian, British Asian | |  |  |  | | **Black** | **Other** |  | | 61 Caribbean | 81 Chinese | 99 Prefer not to say | | 62 African | 85 Any Other |  | | 63 Other Black or Black British | |  | |  | |  | | | |
| **Sexual Orientation:**  Bisexual Gay Heterosexual Lesbian Transgender  Prefer not to say | | |
| **Religion** (please tick one box only; categories determined by Office of Population Census and Surveys):  Christian Buddhist Hindu Jewish Muslim  Sikh All other religions, beliefs or faiths No religion Prefer not to say | | |
| **Disability:**  The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.  Do you consider yourself to be disabled? Yes No  If Yes what is the nature of your disability?    If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements:  We will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a post vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager so that you can be considered under the two ticks scheme.    Signature Print name in full | | |

**Appendix B**

**Risk Assessment of PVG/Disclosure Information**

‘Disclosure’ is a collective term for different types of Disclosures and Protecting Vulnerable Groups (PVG) Scheme records. Where a PVG/Disclosure Certificate indicates a criminal history or other information, a risk assessment on suitability for employment in the post applied for must be undertaken.

Disclosure information could include:

* Details of criminal records
* Information about a persons’ inclusion on children's or adults' lists
* Other relevant information held by a local police force or Government Body
* Or state that there is no information

It is not always easy to understand the nature of an offence from the information provided. Managers requiring advice on offences can search online or approach your HR Department.

1. **Listing and Barring**

This risk assessment will not be undertaken if the nominated candidate is ‘barred’ from working with the vulnerable group applicable to the post i.e. children and/or protected adults. It is an offence to employ a person who is ‘barred'.

Individuals in this position have been investigated (‘under consideration for listing’), and assessed on their suitability to work with vulnerable groups. They may be deemed unsuitable to work with adults or children or both groups.

1. **Undertaking the risk assessment -** **discussion with the nominated candidate**

The manager (or nominated manager) must contact the individual either by phone or have a face to face meeting to explain the reason for the discussion and allow them to provide an explanation/ context on the PVG/Disclosure information. If this discussion is raised as part of the recruitment process, the discussion should be recorded on the interview matrix sheet, signed and dated by the manager. The attached ‘HR6 - Informal Meeting Record/Note to File’ form is provided for internal purposes only. Use the ‘Record of Meeting’ form is optional but, it is a useful tool for guiding the conversation and completion of the risk assessment form.

The individual must be advised to bring to the meeting their copy of the PVG record or Disclosure certificate. If offences are of a ‘serious’ nature it is recommended you should not conduct the meeting alone.

1. **Assessing risk – consideration of information contained in the Disclosure**

In considering the information provided in the PVG/Disclosure the manager must be proportionate and fair. A criminal record does not exclude an individual from the workforce but, it may indicate that they are not suitable to undertake a particular post. The manager should consider the following:

* Whether the person is ‘barred’ from working with particular vulnerable groups,
* Whether the information is relevant to the post applied for e.g. many findings on PVG/Disclosures relate to road traffic offences and will not be relevant if driving is not an essential element of the post. However, if the road traffic offences are of a more serious nature such as; drink driving or driving without licence and/or insurance, this may reflect the person’s attitude to the safety of others and should be taken into consideration.
* Whether the information is of a ‘serious’ nature? ‘Serious’ can be defined as behaviour which has or is likely to place individuals at risk of harm, such as; theft, fraud, assault and sexual risk. The manager should indicate in the tool why they believe the behaviour to be of a ‘serious’ nature,
* What is the length of time since the offence or other relevant matter occurred,
* Whether there is a pattern of offending or other issues,
* Whether the person’s circumstances have changed since the offending behaviour,
* What, if any, action is required and possible to minimise offending behaviour.

1. **The risk assessment form**

The form provides a checklist of areas to facilitate consideration and recommendation on the suitability of the nominated candidate for the post.

Following discussion/meeting with the individual, the manager should complete the risk assessment form with a recommendation on whether the individual **is** **suitable or unsuitable** for the post or continuation of employment needs to be considered, based on the PVG/Disclosure information provided and discussion with the individual.

The risk assessment should be shared with the Safeguarding Officer or in his/her absence another director or the HR Manager who will verify the process and consider the recommendation of the relevant manager before a final decision is made to confirm or rescind or take further action around the individual’s employment.

Where possible, any decisions should always be communicated to the individual with the HR Manager or a senior manager present.

1. **Retention and storage of the risk assessment information**

If the decision is to **continue with employment**, the following should be filed and retained.

* risk assessment form, signed by the relevant managers – retained indefinitely,
* record of the meeting signed by the manager and individual – retained indefinitely,
* PVG Record/Disclosure certificate – if no vetting information, retain up to 12 **months** from appointment decision. If vetting information exists, the certificate can be retained for as long as the employee remains in regulated work with us.

If the decision is to **rescind the conditional offer of employment or terminate employment**, the following should be filed and retained.

* the risk assessment form signed by relevant managers
* the record of the meeting signed by the manager and individual

**Appendix C**

**Application and Recruitment Process Information and Explanatory Notes**

1. Candidates should submit a Letter of Application and a fully completed and signed Application Form. If you would like to submit a CV, you may do so but this will not be accepted or processed in isolation.

2. Your Letter of Application should state the reasons why you are applying for the role and explain your suitability for the role with particular reference to the Job Description and Person Specification.

3. Candidates should be aware that some posts involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as a Criminal Records Bureau (CRB) check. Further information on Criminal Record checks is given in Section 7 of the Application Form.

5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

7. If you are not currently working with children but have done so in the past that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer “not applicable” if your duties have not brought you into contact with children or young persons.

8. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Disclosure and Barring Service.

8. Any offer to a successful candidate will be conditional upon:

* Production of proof of eligibility to work in the UK.
* **5 years** of previous references which are satisfactory to the Company, one of which should be from our current or most recent employer – we will approach those references detailed on your application form.
* Verification of identity and qualifications.
* A check of the DBS children’s Barred List.
* A satisfactory DBS Certificate at the enhanced level.