**Staff Application Form**

| **1. Personal Details:** | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Applied for: Live-In Support Worker** | | | | | | | | | | | | | | | | | |
| **Surname:** |  | | | | | **Forename:** | |  | | | | | | | | | |
| **Preferred Title:** |  | | | | | **Preferred Name:** | |  | | | | | | | | | |
| **National Insurance Number:** | | | | | | | |  | | | | | | | | | |
| **Primary Address:** |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | **Postcode:** | | | | | | | | |
| **Telephone:** |  | | | | | **Do you hold a full & Current UK Driving License?** | | | | |  | | | |  | | |
| **Mobile:** |  | | | | | **Details of Current Endorsements if any:** | | |  | | | | | | | | |
| **Email Address:** |  | | | | | **Do you have daily use of a vehicle** | | | | |  | | | |  | | |
| **Dates at Address:** |  | | | | | **Do you currently work for Hope For Future Care?** | | | | |  | | | |  | | |
| **Do you have any relatives who work for Hope For Future Care?** | | | | | | | | | | |  | | | |  | | |
| **2. Full Employment History:** | | | | | | | | | | | | | | | | | |
| **Please give 5 years employment history, starting with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you require more space or wish to explain any gaps, please use the appendix page at the end of the application form.** | | | | | | | | | | | | | | | | | |
| **1. Current/Most recent employer/organisation** | | | | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | | | | | | | |
| **Address** |  | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | **Period of Employment** | | | **From** | | | | | | **To** | | | |
| **Brief description of responsibilities and duties:** |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Reason for Leaving/Changing** |  | | | | | | | **Notice Period** | |  | | | | | | | |
| **2. Employer/organisation** | | | | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | | | | | | | |
| **Address** |  | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | **Period of Employment** | | | **From** | | | | | | **To** | | | |
| **Brief description of responsibilities and duties:** |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Reason for leaving/Changing** |  | | | | | | | | | | | | | | | | |
| **3. Employer/organisation** | | | | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | | | | | | | |
| **Address** |  | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | **Period of Employment** | | | **From** | | | | | | **To** | | | |
| **Brief description of responsibilities and duties:** |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Reason for Leaving/Changing** |  | | | | | | | | | | | | | | | | |
| **4. Employer/organisation** | | | | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | | | | | | | |
| **Address** |  | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | **Period of Employment** | | | **From** | | | | | | **To** | | | |
| **Brief description of responsibilities and duties:** |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Reason for Leaving/Changing** |  | | | | | | | | | | | | | | | | |
| **3. Education** | | | | | | | | | | | | | | | | | |
| **Name of School/College/University/ training Body** | | | **Subject Studied** | | | | **Qualification/**  **Level** | | | | **Date Gained** | | | | | | |
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| **4. Training** | | | | | | | | | | | | | | | | | |
| **Please list any training you have received or courses which did not lead to a qualification which you feel is relevant to the advertised post.** | | | | | | | | | | | | | | | | | |
| **Training Course** | | | | | | | | | | | **Date** | | | | | | |
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| **5. Relevant Experience/Skills & Interests** | | | | | | | | | | | | | | | | | |
| **Please describe, in brief, any relevant experience to support your application, and how this might help you to fulfil this role (continue on a separate sheet if necessary).** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| In line with the personalisation agenda we aim to ensure that the individual not only has the relevant skills and experience for the role but that we achieve a good match with the people we support. We provide services to a wide variety of individuals with different requirements and personal interests. Please use this section to provide a brief record of your personal interests including any hobbies, interests, second languages etc which may aid the selection process. | | | | | | | | | | | | | | | | | |
| **Interests/Hobbies/Second Languages:** | | | | | | | | | | | | | | | | | |
| **6. References**  **Please provide THREE referees who are known in an employment/professional relationship. One referee should be your present employer, or your personal tutor if you are a full-time student. Please note, you can only provide ONE character reference unless there are special circumstances.** | | | | | | | | | | | | | | | | | |
| **Referee 1** | | |  | | | | | | | | | | | | | | |
| Title & Name: | | |  | | | | | | | | | | | | | | |
| Position: | | |  | | | | | | | | | | | | | | |
| Relationship: | | |  | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | |
| Email: | | |  | | | | | Tel: | |  | | | | | | | |
| **May we obtain a reference prior to the interview?** | | | | | | | | **YES** | | | | | | **NO** | | | |
|  | | | | | | | | | | | | | | | | | |
| **Referee 2** | | |  | | | | | | | | | | | | | | |
| Title & Name: | | |  | | | | | | | | | | | | | | |
| Position: | | |  | | | | | | | | | | | | | | |
| Relationship: | | |  | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | |
| Email: | | |  | | | | | Tel: | |  | | | | | | | |
| **May we obtain a reference prior to the interview?** | | | | | | | | **YES** | | | | | | **NO** | | | |
| **Please note, as part of our reference request we will seek information relating to any investigation/disciplinary action/ formal/ informal warnings issued to you. Please provide details of any investigation/warnings you were subject to:** | | | | | | | | | | | | | | | | | |
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| **7. Criminal Convictions** | | | | | | | | | | | | | | | | | |
| You must disclose any unspent and/or safeguarding offences, criminal convictions, cautions, reprimands or warnings under the under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. In the event of employment, any failure to disclose such information could result in disciplinary action or dismissal from the company. Do you have: | | | | | | | | | | | | | | | | | |
| Unspent cautions or convictions relating to an offence from a list agreed by Parliament (see https://www .gov.uk/ government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) | | | | | | | | | | | | | | **YES** | **NO** | | |
| Cautions given less than 6 years ago (if you were over 18 at the time of caution) | | | | | | | | | | | | | | **YES** | **NO** | | |
| Cautions given less than 2 years ago (if you were under 18 at the time of caution) | | | | | | | | | | | | | | **YES** | **NO** | | |
| More than 1 Conviction | | | | | | | | | | | | | | **YES** | **NO** | | |
| Convictions that have resulted in a custodial sentence (regardless of whether served) | | | | | | | | | | | | | | **YES** | **NO** | | |
| Convictions given less than 11 years ago (if over 18 at the time of conviction) | | | | | | | | | | | | | | **YES** | **NO** | | |
| Convictions given less than 5.5 years ago (if under 18 at the time of conviction) | | | | | | | | | | | | | | **YES** | **NO** | | |
| Have you subscribed to the DSB update service? | | | | | | | | | | | | | | **YES** | **NO** | | |
| If yes, do you consent to Hope For Future Care? carrying out a status check (and subsequent status checks during our employment)? | | | | | | | | | | | | | | **YES** | **NO** | | |
| **8. Eligibility to work in the UK** | | | | | | | | | | | | | | | | | |
| It is a requirement under the Immigration, Asylum and Nationality Act 2006 that we obtain information regarding entitlement to live and work in the UK as it makes it an offence to employ a person who has no entitlement to work in the UK. | | | | | | | | | | | | | | | | | |
| **Are there any restrictions regarding your employment?** | | | | | | | | | | | | | |  | **NO** | | |
| **Do you require a work permit or Visa?** | | | | | | | | | | | | | |  | **NO** | | |
| **9. Declaration & Signature** | | | | | | | | | | | | | | | | | |
| The information supplied in this application form is accurate to the best of my knowledge. By signing and returning this application form I consent to Hope For Future Care to use and keep the information provided by me relating to my application or future employment. Any failure to disclose/provide accurate information could result in disciplinary action or dismissal from the company.  I understand that the appointment if offered, will be subject to the correct information given on this form. I also understand that the appointment will be subject to suitable **references**, provision of **proof of eligibility to work in the UK** and suitable **Disclosure and Barring Service Check/Protection of Vulnerable Groups Scheme check.** | | | | | | | | | | | | | | | | | |
| **Name:** | | | | **Signature:** | | | | | | | | | | **Date:** | | | |
| **Thank you for completing the form. Please send your completed form, together with your completed Equal Opportunities monitoring form. The information on this form will be processed in accordance with the General Data Protection Regulations 2018** | | | | | | | | | | | | | | | | | |

**For office use only**

| **Type of check** | **Started/Sent** | **Completed** |
| --- | --- | --- |
| **RtW checks** |  |  |
| **DBS** |  |  |
| **Reference 1** |  |  |
| **Reference 2** |  |  |

**Appendix**

**Please use this space to add more past employment information, or to explain any gaps in your employment history**