



## Job Application Form

### GREENBANKS HOUSE

Our Care Home from Home

Companies House Reg: 02284566

Position applied for.....

Full Time..... Part Time .....

#### PERSONAL PARTICULARS (Block Capitals)

Name	
Address	
Post Code	How long have you lived at this address?
Home Tel	Mobile
Email Address	
Other addresses at which you have lived in the past 2 years, if any.	
Have you been found guilty of any offence (including conditional discharges) in a court of law (including a Youth Court or Court Martial) or received any caution, reprimand or warning? (If any conviction is spent then you can answer <b>NO</b> ) If yes, please give full details	YES/NO
Due to the nature of the Company's work all successful applicants are required to undertake a D.B.S. (Disclosure & Barring Service) and P.O.V.A (Protection of Vulnerable Adults) checks prior to confirmation of employment. <b>Do you consent to us applying for these checks?</b> YES/NO	
We have a legal obligation to ascertain whether you have the right to be employed and work in the UK. Are you aware of any restriction on you working in the UK?	YES/NO

Do you have a full driving license? Yes/No

Do you own a car? Yes/No

Do you have any current endorsements? Yes/No

If **Yes** please give details\_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

EDUCATION/TRAINING

Last school attended	Qualifications

FURTHER EDUCATION/TRAINING

Please give details of further education/training to date

College/University attended	Qualifications

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### EMPLOYMENT HISTORY

Current / most recent Employer's Name Address      Post Code		Nature of Business	
Dates from/to MONTH & YEAR	Position	Salary	Outline duties and reason for leaving

**PREVIOUS EMPLOYMENT (OVER LAST 5 YEARS)  
INCLUDING REASONS FOR ANY BREAK IN EMPLOYMENT**

Dates from/to MONTH & YEAR	Employers name and nature of business	Post held & final salary	Outline duties and reason for leaving

Continue on separate sheet if necessary

Full Name and Postal Address of two Referees – including your current/last employer. (To be taken up only if you accept a position with us)

1.	
2.	

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Please give date when you would be available to commence employment.
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Please provide below any specific dates on which you will require time off from work during the next 12 months, for example holidays already booked.
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Please attach sheet should you wish to provide any further information.

I guarantee the information given within this application form is accurate and refers to all relevant personal and employment details of which a prudent employer would wish to be aware of when considering a job offer.

ANY OFFER OF EMPLOYMENT WILL BE SUBJECT TO SATISFACTORY REFERENCES AND OTHER CHECKS DETAILED IN THE OFFER LETTER

Date

Signature

FOR OFFICE USE ONLY INTERVIEW RECORD	
Interviewed by	Date
Details	
Type of ID provided:	Copy taken:
Visa Type:	Expiry date:

DECISION    Accept /Reject  
Date references taken.....  
Reference 1    OK/not OK  
Reference 2    OK/not OK  
Start date if applicable.....

## 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

Are you a barred person? Answer "Yes" or "No" \_\_\_\_\_

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?

Answer "Yes" or "No" \_\_\_\_\_ 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?

Answer "Yes" or "No" \_\_\_\_\_ If "Yes", give full details.

\_\_\_\_\_  
\_\_\_\_\_

Surname (print) \_\_\_\_\_

Forenames (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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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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 based on 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.

## Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and 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 about 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.