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|  | Phoenix Care & EducationAPPLICATION FOR EMPLOYMENT**C O N F I D E N T I A L** |  |

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| **1. POSITION APPLIED FOR** |
| **REF NO:** |

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| TITLE: Miss |

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| **2. PERSONAL DETAILS** |

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| SURNAME: | NI NUMBER: |
| FORENAME (S): | DAYTIME TEL NO: |
| ADDRESS:  POST CODE: | MOBILE TEL NO: |
| E-MAIL ADDRESS: |
| DO YOU HOLD A CURRENT DRIVING LICENCE?  IF YES, IS IT: - PROVISIONAL, FULL, or OTHER e.g. MOTORCYCLE, HGV, PCV  Please specify: None  DO YOU HAVE ANY ENDORSEMENTS/PENALTY POINTS? IF SO PLEASE GIVE DETAILS: | |
| DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? - NoI confirm that I am legally entitled to work in the UK and if I am interviewed will produce one of the following from the lists below: - Yes. Passport, driving license and bank statement have been verified.  * A UK passport * An EU passport or national identity card * A UK residence permit issued by the home office * An Application registration card issued by the home office to an asylum seeker stating that the holder is entitled to take up employment   Or two from the following  An official document bearing a NI number along with: -   * A birth certificate or * A letter from the Home Office or * An immigration status document   A work permit along with: -   * A passport or * A letter from the home office | |

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| **3. EDUCATION AND TRAINING** |

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| **SECONDARY & FURTHER/HIGHER EDUCATION** | | | |
| SECONDARY SCHOOLS/COLLEGES | DATES | | QUALIFICATIONS GAINED |
| ATTENDED | FROM | TO | (SUBJECTS AND GRADES) |
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| OTHER RELEVANT TRAINING |
| *(Please include organisation, date and duration)*  **Qualifications and Training obtained:** |

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| 4. EMPLOYMENT DETAILS |

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| **PREVIOUS EMPLOYMENT - STARTING WITH MOST RECENT (OR CURRENT EMPLOYMENT) Please do not leave any gaps** | | | | |
| DATES FROM TO | | POSITION HELD | EMPLOYER’S NAME  AND ADDRESS | REASON FOR LEAVING |
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| 5. EXPERIENCE / ACHIEVEMENTS |

PLEASE GIVE DETAILS OF YOUR KNOWLEDGE SKILLS AND EXPERIENCE (INCLUDING OUTSIDE INTERESTS, VOLUNTARY WORK, AND EMPLOYMENT SCHEME ATTENDANCE) WHICH YOU FEEL ARE RELEVANT TO THE REQUIREMENTS OF THIS POST. PLEASE REFER TO THE PERSON SPECIFICATION. **PLEASE DO NOT ATTATCH A C.V**

**(Please continue on a separate sheet if necessary]**

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| 6. REHABILITATION OF OFFENDERS ACT 1974 & DISCLOSURE |
| If the job you are applying for is regulated and, exempt from the provisions of the Rehabilitation of Offenders Act 1974 (ROA) you **must not** withhold information about convictions, which for other purposes are considered “spent” under the Act.  **Any information given will be treated in the strictest of confidence and will only be considered in relation to applications for such posts. The Employer supports the rehabilitation of offenders and possession of a conviction will not necessarily mean unsuitability for employment in exempt posts. All cases will be examined on an individual basis and given full and fair consideration.**  HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENCE? No  IF YES, PLEASE GIVE DETAILS OF OFFENCE, INCLUDING DATE AND SENTENCE:  If you prefer to disclose your conviction under separate cover this will be acceptable provided that you tick the appropriate box below and attach the details in an envelope stapled to this form. The envelope must state your name and details of the post.  I have attached details of my conviction separately. (PLEASE PUT X IF APPROPRIATE) |

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| 7. REFEREES | |
| PHOENIX CARE RESERVES THE RIGHT TO CONTACT PREVIOUS EMPLOYERS  **Please give the names and addresses and telephone number of two contactable referees. The first must be your present or most recent employer. In the absence of previous employment experience, a referee from your last place of full-time education will be a suitable alternative.**  **The second referee should be somebody who has known you for 3 years or more, but should not be somebody from your current place of employment. By completing this section you are consenting to personal information being disclosed by your referees to Phoenix Care & Education Ltd.** | |
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| DO YOU HAVE ANY OBJECTION TO REFERENCES BEING TAKEN UP PRIOR TO INTERVIEW? No | |

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| 8. DECLARATION & DATA PROTECTION NOTIFICATION |

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| **I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS TO THE BEST OF MY KNOWLEDGE CORRECT. FUTHERMORE, I UNDERSTAND THAT THE INFORMATION WILL ONLY BE USED FOR RECRUITMENT AND SELECTION PURPOSES AND THAT IT WILL ONLY BE KEPT ON FILE THEREAFTER AND WILL NOT DIVULGE IT TO THIRD PARTIES HOWEVER, IF I AM APPOINTED TO THE POST THEN THE INFORMATION THAT IT CONTAINS WILL BE USED TO FORM PART OF MY PERSONAL FILE FOR EMPLOYMENT PURPOSES (EXCEPT FOR DISCLOSURE INFORMATION IF APPLICABLE).**  ***I CONFIRM THAT THE INFORMATION ON THE APPLICATION IS CORRECT AND THAT ANY FALSE OR MISLEADING INFORMATION WILL GIVE MY EMPLOYER THE RIGHT TO TERMINATE ANY EMPLOYMENT CONTRACT OFFERED***  **SIGNED: DATE:** |

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|  | EQUAL OPPORTUNITIES IN RECRUITMENT MONITORING FORM |
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| **Why we are asking you to complete this form:**  All applicants for jobs will receive equal treatment, irrespective of their gender, age, race, religion or belief, sexual orientation or disability.  By completing this form you will be helping us to monitor who is applying for jobs and measure how effectively we are reaching all sections of the community.  Please be assured that the information you provide will be treated in **absolute confidence**, and will be used for statistical monitoring purposes only. |

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| POST APPLIED FOR: RSW VACANCY REF NO. |
| HOW DID YOU FIND OUT ABOUT THIS VACANCY? |
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| GENDER | AGE |
| MALE FEMALE  xx | DATE OF BIRTH: |
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| RACE |

WHAT BEST DESCRIBES YOUR ETHNIC ORIGIN?

(Place x in relevant box)

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| WHITE | BRITISH |  | MIXED  **DUAL HERITAGE** | WHITE AND BLACK CARIBBEAN |  |
|  | IRISH |  | WHITE AND BLACK AFRICAN |  |
|  | POLISH |  | WHITE AND ASIAN |  |
|  | PORTUGUESE |  | ANY OTHER MIXED BACKGROUND (please specify) |  |
|  | ANY OTHER WHITE EUROPEAN (please specify) |  |  |  |  |
|  | ANY OTHER WHITE NON-EUROPEAN (please specify) |  | **CHINESE OR OTHER ETHNIC GROUP** | CHINESE |  |
|  |  |  | TRAVELLER |  |
| **ASIAN** | INDIAN |  | GYPSY |  |
| **OR ASIAN BRITISH** | PAKISTANI |  | ANY OTHER ETHNIC GROUP (please specify) |  |
| BANGLADESHI |  |  |  |  |
| ANY OTHER ASIAN BACKGROUND(please specify) |  | BLACK OR BLACK BRITISH | CARIBBEAN |  |
|  |  |  | AFRICAN |  |
|  | |  |  | ANY OTHER BLACK BACKGROUND(please specify) |  |

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| DISABILITY/OTHER INFORMATION |

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| The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse affect on a person’s ability to carry out normal day to day activities. People with HIV, cancer, chronic heart disease and multiple sclerosis are deemed to be covered by the Equality Act effectively from the point of diagnosis.  DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? YES NO |
| IF YES, PLEASE PROVIDE DETAILS OF THE NATURE OF YOUR DISABILITY:  PHYSICAL IMPAIRMENT VISUAL IMPAIRMENT/BLIND  LEARNING DISABILITY MENTAL HEALTH/MENTAL DISTRESS  HEARING IMPAIRMENT/DEAF LONG TERM LIMITING ILLNESS  OTHER (PLEASE SPECIFY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| ARE YOU APPLYING FOR THIS POST ON A JOBSHARE BASIS? YES NO  xx |
| ARE YOU CURRENTLY UNEMPLOYED? YES NO |

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| RELIGION/BELIEF |

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| WHAT IS YOUR RELIGION/BELIEF?  BUDDHIST CHRISTIAN  HINDU JEWISH  MUSLIM SIKH  NO RELIGION ANY OTHER RELIGION OR BELIEF  DO NOT WISH TO DISCLOSE (please specify) No religion |
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| SEXUAL ORIENTATION |

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| HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION?  BISEXUAL GAY MAN  GAY WOMAN/LESBIAN HETROSEXUAL/STRAIGHT  OTHER DO NOT WISH TO DISCLOSE |
| GENDER IDENTITY |
| IS YOUR GENDER IDENTITY OPPOSITE TO THAT ASSIGNED AT BIRTH? YES NO  DO YOU LIVE AND WORK FULL TIME IN THE GENDER ROLE OPPOSITE TO THAT ASSIGNED AT BIRTH? YES NO |

OFFICE USE ONLY

Name:

|  |  |  |  |
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| Refs. requested:  (1)  (2)  Refs. received:  (1)  (2)  Date DBS Applied For    DBS Outcome  DBS Number    Checks completed (1)  Induction training completed Date  Date Induction Claim submitted Received |  |  |  |