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| **APPLICATION FOR EMPLOYMENT** |
| **Post Title:**  |
| **Where did you learn of this vacancy?****(Please tick all that are applicable)** | [ ]  **Job Centre** [ ]  **Poster** [ ]  **Banner** [ ]  **Indeed** | [ ]  **Friend/Relative** [ ]  **Website** [ ]  **Facebook**  |
| **Have you worked for the organisation before?** **If Yes please specify dates.** | [ ]  **Yes** | [ ]  **No** |
| **Shift Patterns** | [ ]  **Full Time** | [ ]  **Part Time** |
| **NB for the Care Worker role, you will be required to work, alternate weekends, is this acceptable?** [ ]  **Yes** [ ]  **No** | [ ]  **No Preference** **(Specific hours will be discussed at interview stage)** |
| **SECTION A: ELIGIBILITY TO WORK WITHIN THE UK** |
| **Do you have the right to work within the UK?****\*If no, please refer to the guidance notes.** | **□Yes** |  **□\*No** |
| **SECTION B: PERSONAL DETAILS** |
| **Surname:** | **First name(s):** | **Preferred Title:** |
| **Address for Correspondence:** | **Daytime Telephone No:** | **Mobile Telephone No:** |
| **Email address for correspondence:** |

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| **SECTION C: QUALIFICATIONS AND TRAINING***(Please continue on a separate sheet if necessary)* |
| **Date** **(from/to)** | **School/College/University****/Training Organisation** | **Subjects studies or** **Training courses attended** | **Qualifications/Grade****obtained (if relevant)** |
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| **SECTIONS D: EMPLOYMENT HISTORY****Please give details of all the positions (paid or unpaid) you have held, starting with your current post, accounting for any gaps in your employment history.** *(Please continue on a separate sheet if necessary)* |
| **Date****(from/to)** | **Name and address of** **Present/Last employer** **and nature of business** | **Job title and main****responsibilities** | **Final salary and** **reason for leaving** |
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| **What is the period of notice required by your current employer?**  |
| **Please give details of any paid or voluntary work you plan to continue if appointed to the post:** |

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| **SECTION E: RELEVANT EXPERIENCE – Please refer to Guidance Notes****Please outline below how your skills, knowledge and experience meet the requirements of the post as set out in the person specification. The information you provide will be used in the shortlisting process. You may find it useful to refer to the guidance notes enclosed before completing this section.** |
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| **SECTION F: SECTION A: CRIMINAL RECORD DECLARATION****The following information should be completed by ALL applicants****The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the court has elapsed and the convictions become “spent”. During the rehabilitation period, convictions are referred to as “unspent” convictions and must be declared to employers.** |
| **Do you have any unspent convictions or conditional cautions under the Rehabilitation of Offenders Act 1974?** | **□ Yes** | **□ No** |
| **If you have answered Yes, please provide details in the space below.****It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. A check will be made with the Disclosure and Barring Service. Further advice and guidance on disclosing a criminal record can be obtained from** [**https://www.nacro.org.uk/**](https://www.nacro.org.uk/) |
| **SECTION F: SECTION B: CRIMINAL RECORD DECLARATION (continued)**  |
| To protect certain vulnerable groups within society, there are a number of posts within the organisation that are exempt from the provisions of the Rehabilitation of Offenders Act 1974.  **These include positions where there is access to vulnerable adults in the course of normal duties**. The following posts are exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended): **Care Worker, Day Care Worker, Youth Work (not exhaustive).**  Applicants for these posts are not entitled to withhold any information about convictions, cautions, warnings and reprimands which for other purposes are "spent" under the provisions of the Act. Guidance about whether a conviction or caution should be disclosed to employers should be disclosed can be found on the Ministry of Justice Website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  **Applicants for above named posts (above) must answer the following question:** Do you have any adults cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation Act 1974 (exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**Yes [ ]  No [ ]  (Tick as appropriate)****If yes, please provide details in the space below:** |
| **St Anthony’s Community Association has a policy of interviewing all applicants with a disability who meet the essential requirements of the post as set out in the person specification.** |
| **Do you have a disability? (please provide details below)** | **□Yes** | **□No** |
| **Do you hold a current full driving licence?** | **□Yes** | **□No** |
| **Do you have access to a motor vehicle which you are willing to use for work purposes?** | **□Yes** | **□No** |
| **SECTION G: REFERENCES****Please provide the details of two employment references (ONE OF WHICH MUST BE FROM YOUR PRESENT/LAST EMPLOYER within the last five years.****Please ensure that your reference is either a line manager or a named HR contact from that organisation. If you have had a break in employment we can accept references from other sources e.g. academic. Please note that references will be requested for all short listed applicants prior to interview and will be used for recruitment and selection purposes. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.** |
| **REFERRE ONE** | **REFEREE TWO** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |
| **Address:** | **Address:** |
| **Relationship to you:** | **Relationship to you:** |
| **Contact telephone number:** | **Contact Telephone number** |
| **Email address:**  | **Email address:** |

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| **SECTION H: DECLARATIONS****If you have any relationship with a member of St Anthony’s of Padua Community Association please state the name(s) and nature of the relationship(s) below.** |
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| **I declare that the information I have given on this application form is to the best of my knowledge and belief, correct and complete.** |
| **Signed:** | **Date:** |

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| **RESTRICTED****EQUAL OPPORTUNITIES MONITORING****TO ASSIST US WITH THE MONITORING OF OUR EQUAL OPPORTUNITITES PLEASE COMPLETE THE DETAILS BELOW. THIS INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL NOT BE USED AS PART OF THE SELECTED PROCESS.** |
| **Surname:** | **First Name(s):** |
| **Post Title:** | **Post Location:** | **Post Reference No:** |
| **Date of Birth:** | **Age at the time of application:** |
| **LEGAL GENDER - Please tick one appropriate box below:** |
| **□Male** | **□Female** | **□Do not wish to disclose** |
| **TRANSGENDER - Please tick one appropriate box below:** |
| **□Yes** | **□No** | **□Do not wish to disclose** |

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| **ETHNIC ORIGIN - Please tick one appropriate box below:** |
| **□White: British** | **□White: Irish** |
| **□Mixed: White & Black Caribbean** | **□Mixed: White & Asian** |
| **□Mixed: White & Black African** | **□White: Gypsy or Irish Traveller** |
| **□Mixed: Other** | **□ Asian or Asian British: Pakistani** |
| **□ Asian or Asian British: Bangladeshi** | **□Asian or Asian British: Indian** |
| **□Asian or Asian British: Chinese** | **□ Asian or Asian British: Other** |
| **□Black or Black British: Caribbean** | **□ Black or Black British: Other** |
| **□Black or Black British: African** | **□ Arab:** |
| **□Other Ethnic Group** | **□ Do not wish to disclose** |
| **□If other; please provide details:** |
| **RELATIONSHIP STATUS - Please tick a box that applies to you** |
| **□Married or in a Civil Partnership** | **□ Co-habiting (living with partner)** |
| **□Single (never married or never in a civil**  **partnership)** | **□ Separated (but still legally married or in a civil**  **partnership)** |
| **□Divorced or dissolved** | **□ Widowed** | **□Do not wish to disclose** |
| **RELIGION, BELIEF AND NON-BELIEF - Please tick the box that applies to you** |
| **□Christianity** | **□ Islam** | **□Judaism** |
| **□Hinduism** | **□Sikhism** | **□None** |
| **□Atheism** | **□ Other (please state)** | **□Do not wish to state** |
| **SEXUAL ORIENTATION - Please tick the box that applies to you** |
| **□ Lesbian/Gay woman****□ Bisexual** | **□ Gay man****□ Heterosexual** | **□Do not wish to disclose** |
| **PREGNANCY AND MATERNITY - Are you pregnant or have you given birth in the last 26 weeks?** |
| **□Yes**  | **□No** | **□Do not wish to disclose** |
| **OTHER NEEDS** |
| **Is there anything else that we need to know to treat you fairly and equally?** |

**P.T.O.**

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| **DISABILITY** |
| **D1 Do you have a disability as defined within the Disability provision of the Equality Act 2010?** **The Act defines a disabled person as someone with a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day to day activities.** |
| **□Yes** | **□No** |
| **□Do not wish to disclose** |  |
| **D2 Please tick any of the following that applies to you. You may tick more than one** **category.** |
| **□Hearing impairment**  | **□Reduced physical capacity, including difficulty**  **with physical co-ordination** |
| **□Speech impairment**  | **□Severe disfigurement** |
| **□Visual impairment (not corrected by glasses or contact lenses)** |
| **□Reduced mobility** | **□Mental illness** |
| **□Progressive condition (e.g. cancer,**  **muscular dystrophy)** | **□Learning difficulty** |
| **□Other (Please specify)** | **□Dyslexia** | **□Do not wish to disclose** |
| **D3 Please indicate if any of the following facilities, equipment or adjustments would be helpful in removing barriers to you accessing our services. Please use the other box below to highlight any further requirements.**  |
| **□Induction loop** | **□Call points** |
| **□Sign language interpreter/Lip speaker** | **□Modified equipment** |
| **□Improved signage** | **□Flexible refreshment breaks** |
| **□Text telephone** | **□Pictorial images** |
| **□Note taker/Palantypist** | **□Colour differentiation** |
| **□Body language/behaviour response** | **□Other (Please specify)** |
| **Where did you hear about this vacancy?** |

**Thank you for completing this form**



**Guidance Notes**

**Completing your application form**

When you apply for a post with St Anthony’s Community Association selection for interview is based upon the information you provide on the application form. It is therefore important that you complete you application form fully, based on the information we have provided.

**A Job Description** – this gives you details about the job. It lists the job purpose and the principal responsibilities of the role.

**A Person Specification** – this tells you what skills, knowledge, experience and qualifications a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that you meet the essential criteria and ideally the desirable criteria.

Your application will be assessed on the basis of the criteria contained within the person specification:

* **Your application should demonstrate your ability to match your skills and experience to each criterion by providing examples.**

Please note that St Anthony’s Care is committed to equality and diversity in all aspects of employment and in the way we deliver our services.

The application form is split into eight sections:

**Section A: Eligibility to Work within the UK** – Under the Immigration, Asylum and Nationality Act 2006, St Anthony’s Care has a duty to establish that an individual has the right to work in the UK. If you are unsure whether you have the right to work within the UK please visit [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) before you continue with your application form.

**Section B: Personal Details** – ensure that your full name, address, preferred title and home and work telephone numbers are provided.

**Section C: Qualifications and Training** – give a list of all your qualifications and any training you have undertaken.

**Section D: Employment History** – starting with your current or most recent employment list all of the employers you have worked for. Give dates you worked for them and their name and address. Write down your job title and, for more recent posts your grade and salary.

**Section E: Relevant Experience** – this is the most important part of your application, you should use this section to demonstrate how you meet the criteria detailed in the person specification provided. Draw on you past experience and highlight the skills you have gained as a direct result. **This part of the application should be completed as fully as possible.**

**Section F: Supplementary Information** – it is important that you complete the whole of this section fully; the following information is aimed to assist you:

* **Criminal convictions/proceedings**

*Applicants for Carer roles or a role which requires unsupervised access to children or vulnerable adults (please note below)*

The above posts are exempt from the Rehabilitation of Offenders Act; you are therefore required to disclose any convictions against you or any criminal proceedings currently outstanding. Any information given is confidential and will only be considered in relation to this application for employment. A Disclosure and Barring Service enhanced disclosure will be carried out prior to any confirmation of an offer of employment.

We do welcome job applications from those with criminal records and endeavour to balance this with our need to protect service users. As an organisation we use the Disclosure and Barring Service to assess applicant’s suitability for positions of trust and undertake to treat all applicants for positions fairly.

*Applicants for all other posts.*

Your attention is specifically drawn to the Rehabilitation of Offenders Act and its regulations, which provides for “spent” convictions not to be disclosed. You are asked to provide details of any convictions not covered by the Act that you may have and any criminal proceedings currently outstanding.

* **Health**

All successful applicants may be required to complete a detailed, confidential medical questionnaire and may be required to undergo a medical examination to obtain medical clearance.

**Section G: References** – you should give details of two referees, one must be your current or most recent employer (within the last five years), if you have not been in employment before, your head teacher or college lecturer. Neither referee should be a relative or a friend. References will be requested prior to interview for all shortlisted applicants.

**Section H: Declarations** – you are required to declare any relationship you have with a member of St Anthony’s Community Association. This includes friendship or any business relationship, as well as a family connection.

You are also required to sign your application form confirming that the information you have provided is correct and complete. If you knowingly provide false information on the application form you will be disqualified form applying for the post. If an offer of employment has been made this may be withdrawn.

**Equal Opportunities Monitoring** – remember to complete this section of your application form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment. The information provided will be treated in strict confidence and will not be used as part if the selection process.

**Further information** – if you require any further information regarding the completion of your application form, please contact a member of the HR Unit on 0191 234 5775. **If no further communication is received within four weeks of the closing date please assume you have not been successful and accept our thanks for your interest.**