# APPLICATION FORM

We use the details on your completed application form as the sole basis for shortlisting for interview. Curriculum Vitae are not acceptable in place of the application form.

Please complete all sections fully and return the completed application to our HR Consultant, [Rochelle.Collett@raisehouse.co.uk](mailto:Rochelle.Collett@raisehouse.co.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vacancy reference number | |  | | | | | | | | | | | |
| Position applied for | |  | | | | | | | | | | | |
| PERSONAL INFORMATION | | | | | | | | | | | | | |
| First Name(s) | |  | | | | Title: (Please specify) (e.g. Ms/ Mr/ Mrs/ other) | | |  | | | | |
| Surname | |  | | | | Mobile number | | |  | | | | |
| Previous surname(s) | |  | | | | Email address | | |  | | | | |
| Home address | |  | | | | | | | | | | | |
| National insurance number | |  | | | | | | | | | | | |
| How are you able to demonstrate eligibility to work on the UK? (please mark with an X) | | | | | Expiry date of document | DD/MM/YYYY | | | | | | | |
| Passport | | ( ) | | | Work Permit/visa | ( ) | | | | | | | |
| Do you hold a current full driving licence? | | Yes / No / NA | | | If yes, is it a clean driving licence? | Yes / No / NA | | | | | | | |
| Do you have access to a vehicle for work purposes? | | Yes / No / NA | | | | | | | | | | | |
| Categories of licence held, if applicable (eg minibus licence) | |  | | | | | | | | | | | |
| EDUCATION, QUALIFICATIONS AND TRAINING | | | | | | | | | | | | | |
| Dates (from and to) | | School / Further Education / Professional Qualifications / Work Related Training | | | Qualification / Level  (where applicable) | Subject | | | | Grade Obtained  (where applicable) | | | |
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| MEMBERSHIP OF PROFESSIONAL BODIES (E.G. CHARTERED MEMBERSHIP - ACCOUNTANCY BODIES, BACP, HOUSING ETC OR REGISTRATION WITH PROFESSIONAL BODIES, E.G. GENERAL SOCIAL CARE COUNCIL) | | | | | | | | | | | | | |
| Name | |  | | | | Name | | | |  | | | |
| Renewal Date: | |  | | | | Renewal Date | | | |  | | | |
| Membership/Status | |  | | | | Membership/Status | | | |  | | | |
| Number | |  | | | | Number | | | |  | | | |
| WORK HISTORY AND RECORD | | | | | | | | | | | | | |
| Starting with the most recent, please give details of your present and previous experience. You should include all types of employment, be that full or part time, permanent or temporary. You may also detail below voluntary work that you have undertaken. If you use additional sheets, please ensure that you put your name and post reference number on the sheet. | | | | | | | | | | | | | |
| Dates (from and to) | Name and full address of employer | | | Job title | | Brief outline of duties | | | | | Reason for leaving | | Salary |
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| GAPS IN WORK HISTORY OR EXPERIENCE | | | | | | | | | | | | | |
| Please provide information on any gaps in employment (the information given here will be discussed with you at interview). All gaps must be accounted for. | | | | | | | | | | | | | |
| Dates (from and to) | | | | | | Reason | | | | | | | |
|  | | | | | |  | | | | | | | |
|  | | | | | |  | | | | | | | |
| SUPPORTING STATEMENT | | | | | | | | | | | | | |
| Please set out below any further information which you feel supports your application. You should provide examples to illustrate how you meet the competencies and experience set out in the job description and person specification. | | | | | | | | | | | | | |
| Qualifications and Knowledge | | | | | |  | | | | | | | |
| Experience | | | | | |  | | | | | | | |
| Skills and Competencies | | | | | |  | | | | | | | |
| Additional information | | | | | |  | | | | | | | |
| REFERENCES | | | | | | | | | | | | | |
| As an organisation working with children and young people, we require references which cover at least the last 5 years of your employment / education.  **One reference must be your present or most recent employer and must be your Manager**. If this is your first job since leaving full time education, your head-teacher or further education tutor should be given as a referee.  We reserve the right to approach any current or previous employer or organisation where you have worked in an unpaid capacity, without further notification to you.  Where an Occupational Requirement (OR) is claimed for the post under Sch.9, Para 3 of the Equality Act 2010, a pastoral reference will be required. You may also give details of a personal referee as well if there are any gaps in employment | | | | | | | | | | | | | |
| Current employer | | | | | | | Previous Employer | | | | | | |
| Name | | |  | | | | Name | | | | |  | |
| Job title | | |  | | | | Job title | | | | |  | |
| Relationship to you | | |  | | | | Relationship to you | | | | |  | |
| Full address | | |  | | | | Full address | | | | |  | |
| Email address | | |  | | | | Email address | | | | |  | |
| Phone number | | |  | | | | Phone number | | | | |  | |
| Dates of employment (to and from) | | |  | | | | Dates of employment (to and from) | | | | |  | |
| Previous Employer | | | | | | | Previous Employer | | | | | | |
| Name | | |  | | | | Name | | | | |  | |
| Job title | | |  | | | | Job title | | | | |  | |
| Relationship to you | | |  | | | | Relationship to you | | | | |  | |
| Full address | | |  | | | | Full address | | | | |  | |
| Email address | | |  | | | | Email address | | | | |  | |
| Phone number | | |  | | | | Phone number | | | | |  | |
| Dates of employment (to and from) | | |  | | | | Dates of employment (to and from) | | | | |  | |
| Personal / Pastoral reference only required if 5 full years of employment is **not** covered | | | | | | | | | | | | | |
| \*Personal / \*Pastoral Referee details (\*delete as appropriate) | | | | | | | | | | | | | |
| Name | | |  | | | | | | | | | | |
| Relationship to you | | |  | | | | | | | | | | |
| Full address | | |  | | | | | | | | | | |
| Email address | | |  | | | | | | | | | | |
| Phone number | | |  | | | | | | | | | | |
| Dates known (to and from) | | |  | | | | | | | | | | |
| PROBITY - RELATIONSHIP TO A COMPANY EMPLOYEE OR RESIDENT | | | | | | | | | | | | | |
| Please give details of any employee or resident of the Company to whom you are related. Restrictions may apply to the appointment of persons, who are closely related to an existing member of staff. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. Seeking the support of or canvassing any employee or recruiting manager will disqualify a candidate from the process or appointment. | | | | | | | | | | | | | |
| Are you related to any person(s) employed by the Company or any resident? | | | Yes / No | | | | | | | | | | |
| If yes, please state the name and relationship details. | | |  | | | | | | | | | | |
| Have you applied for this post due to a personal contact within the organisation e.g. friend or partner? | | | Yes / No | | | | | | | | | | |
| If yes, please state the name of the person and their organisational role and post location | | |  | | | | | | | | | | |
| CONFLICT OF INTEREST | | | | | | | | | | | | | |
| A conflict of interest is any situation in which an applicant’s personal interests, or interests which they owe to another person or body, and those of the Company arise simultaneously or appear to clash. Conflicts of interest may create problems by inhibiting free discussion, or result in decisions or actions that are not in the interests of the company, or risk creating the impression that the company has acted improperly | | | | | | | | | | | | | |
| Do you have a conflict of interest? | | | Yes / No | | | | | | | | | | |
| If yes, please give details. | | |  | | | | | | | | | | |
| NOTICE PERIOD | | | | | | | | | | | | | |
| If appointed how soon could you take up your new post? | | |  | | | | | | | | | | |
| **DECLARATIONS** | | | | | | | | | | | | | |
| Data Protection  I give permission for Raise House Ltd to process and hold on computer or in paper form, the information I have supplied or referred to here, including any information that I consider to be sensitive and personal.  I understand and agree that this information will also be held on my personal file, if I am appointed. I understand that this information will be held for a period of six months if I am not appointed – unless I inform the Company otherwise.  I agree that Raise House Ltd may use the information provided in this application form for equality monitoring purposes, compiling statistics, maintaining other employment records and completing statutory returns as required. | | | | | | | | Yes / No | | | | | |
| DBS Disclosure Certificates  We are committed to safeguarding the welfare of the children and young people we support.  Because of the nature of the work for which you are applying, any offer of employment is conditional upon Raise House Residential Children’s Home receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a check of the Children’s Barred List, which it considers to be satisfactory. This information will be treated in the strictest confidence and it is purely for the purpose of protecting children and or vulnerable adults with whom we come into contact and will not be used unfairly. We comply with the DBS code of practice  Raise House is exempt from the Rehabilitation of Offenders Act 1974 and therefore ALL convictions, cautions, reprimands and final warnings (including those which would normally be considered ‘spent’ under the Act) MUST be declared, subject to the DBS filtering rules. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/dbs  If you have a criminal record, it will not automatically debar you from employment at Raise House; this will depend on the nature of the position, the circumstances and the background of your offences.  Failure to declare any convictions (not subject to DBS filtering) may disqualify you for an appointment or result in summary dismissal if the discrepancy subsequently comes to light.  If answering ‘YES’ to any of the questions below, please provide details on a separate sheet and send this in a sealed envelope with your application form addressed to the Director and marked ‘Confidential’ , or email separately, ‘Confidential – FAO Director’. If you would like to discuss this beforehand, please telephone the Director in confidence for advice. | | | | | | | | | | | | | |
| Have you ever been convicted by the courts of a criminal offence? | | | | | | | | Yes / No | | | | | |
| Is there any relevant court action pending against you? | | | | | | | | Yes / No | | | | | |
| Have you ever received a caution, reprimand or final warning from the Police? | | | | | | | | Yes / No | | | | | |
| I agree to provide the Company with my original DBS Certificate and for the Company to share the information revealed on the Certificate with relevant persons in the course of their specific duties relevant to recruitment and vetting processes, including checking current certificates against the DBS update service where applicable. | | | | | | | | Yes / No | | | | | |
| References  I agree that the Company may ask my referees for comments on my suitability for the post and in respect of employment referees request details on my role, performance, conduct, disciplinary record, reasons for leaving and suitability to work with children and young people. I give permission for those referees to disclose the information requested. | | | | | | | | Yes / No | | | | | |
| Application Submission  In submitting this application form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements, or meaningful omissions, may result in disciplinary proceedings if they become known after my appointment. | | | | | | | | Yes / No | | | | | |
| Your full name | | |  | | | | | | | | | | |
| Date | | |  | | | | | | | | | | |
| Signature\* | | |  | | | | | | | | | | |
| *\*where a signature is not supplied, in the case of an electronic application, for instance, the candidate will be asked to sign at a later date* | | | | | | | | | | | | | |