



BEAUTY AND POWER IN UNITY

Post Applied for:	
Preferred Hours:	This is a full-time position working a shift pattern which includes sleep-ins
How did you hear of the vacancy?	

Personal Details:			
Title: (Please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):			
Surname:		Forename:	
Previous names (if applicable) And dates changed.		Place of birth:	
Home address and postcode:			
Mobile number:		Landline number:	
Email address:			
National Insurance Number:			
Do you have a full UK manual driving license?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any endorsements on your licence? (if so please outline why)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please state why:		
Car owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a UK or EU/EEA national? (If so you will need to provide proof of this at your interview)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are not a UK or EU/EEA national can you provide proof of permission to work in the UK? If you cannot provide proof of permission to work in the UK we cannot accept your application as you are unable to work legally in the UK. If you can provide proof of permission to work please state the nature of your permission to work in the UK, any restrictions on the hours you are permitted to work and the expiry date of the permission.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe the type of permission to work in the UK: Hours permitted to work? Expiry date: We will require sight of the documentation which confirms that you are permitted to work in the UK at the interview stage. We may need to take a copy of the document and to carry out checks to authenticate.		



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Employment History		Present or most recent employment (paid or unpaid) <i>This includes any roles prior to moving to the UK (if applicable)</i>	
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) Held and Salary	
			Employed <input type="checkbox"/> Self Employed <input type="checkbox"/>
Outline of Duties and Responsibilities:			
Reason For Leaving:			
<i>Please state reason for leaving and confirm current employment status:</i>			
Number of Weeks' Notice Required:			
Previous Employment		Please list in chronological order, with your most recent post listed first, including temporary, casual and short term jobs (Please give your full employment history since leaving school. If you require extra space please attach an additional sheet)	
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held and salary	Reason for leaving
Outline of Duties and Responsibilities			
Salary -			
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held and salary	Reason for leaving
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Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held and salary	Reason for leaving
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Salary -			
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held and salary	Reason for leaving
Outline of Duties and Responsibilities			
Salary -			

Have you ever been dismissed from a previous post or had an employment contract terminated for any reason including redundancy? If so please give details below:



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Have you been subject to disciplinary action in your current or any previous posts? (including being the subject of any disciplinary process not yet concluded to resignation). If yes, please give details:

Voluntary Work Experience

Give details of any voluntary or unpaid experience including care of others

Language Skills

List all languages spoken fluently and those in which you have a good working knowledge

General Education			Qualifications Achieved
	From	To	Subject/courses studied, level and grade (e.g., GCSE, 'A' Level, GNVQ etc)
Further and Higher Education			Qualifications Achieved
College/University	From	To	Subject/courses studied, level and grade (eg, BA History 2:1)



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Professional Training			Qualifications Achieved
College/University	From	To	Subject/courses studied, level and grade (e.g., BA Social Work/Dip SW 2:1)
Professional Membership of Registered Bodies			Registration No/Renewal Date
Name of Professional Body and Level of Membership	Date		Nurses, please give PIN No. Social Workers please give GSCC Registration No
NVQs / QCFs and other work-related qualifications			Qualifications Achieved
College/Training Provider	From	To	Awarding body, level and grade if applicable (eg, Edexcel NVQ 4 Pass)
Other vocational and work-related training undertaken			
List subjects, e.g., First Aid	Duration (e.g., 1 day)		Level (if appropriate)
Vocational:			
Do you hold any of the following qualifications? (Please tick/complete as appropriate)			
Level 3 Children and Young people workforce Diploma with Social Care Pathway. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Level 5 Diploma in Leadership and Management for Health and Social Care. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Details of any Membership of Professional Bodies:			
Working practices:			
Please tick/complete as appropriate (only complete if you are applying to work in our residential care homes)			
Are you available to do sleep ins? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you available to work weekends and bank holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you available to work flexibly and demonstrate a high level of commitment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are there any limitations on your ability to work flexibly? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes what are they?			
(All applicants) Do you / will you have any other employment if you come to work for Affinity Children's Care Ltd? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes please give details:			
Please tell us why you are applying for this post and why you want to work for Affinity Children's Care Ltd.			If in current employment, please explain why you are looking for a new post:



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Do you have any restrictions in your working hours or availability? Please note our requirements in respect of working hours as detailed within the Job Description	
Additional Supporting Information	What experience have you gained in your current and previous jobs and general life experience, which you feel would be relevant to the job you are applying for?

DBS information required:
Please include postal address for all places you have lived at for the past 5 years – full address and dates (no gaps).

Family / personal relationships at work:
Are you related to or in a relationship with a current employee of the company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give details: Name: Position: Area of work:

Leisure interests:



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References:	
<p>Please include below the Name, status, address, email and telephone number of two references, one whom must be your current or most recent employer. If possible, please avoid using 2 referees from the same company.</p> <p>You are applying for a post which requires unsupervised access to children, the company reserves the right to approach any past employer for a reference. Information requested will include details of your past performance, absences, disciplinary record, reason for leaving and suitability to work with children and young people.</p>	
Current / most recent employer:	
Name and position:	
Address:	Telephone number: Mobile number: Email address:
Can we contact this person prior to interview for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Previous employer:	
Name and position:	
Address:	Telephone number: Mobile number: Email address:
Can we contact this person prior to interview for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Character Reference:	
Name and position:	
Address:	Telephone number: Mobile number: Email address:



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Can we contact this person prior to interview for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information:

Before completing this section please read this:
The post for which you are applying is exempt under the provision of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order 1975 (Amendment) (England and Wales) Order 2013.
 This means you must give full details of any criminal conviction, including any spent convictions, or pending circumstances that might lead to prosecution, conviction, bind-over or caution. The disclosure of a criminal record, or other information, will not necessarily debar you from appointment. In making this decision Affinity Children's Care Ltd will consider the nature of the offence, how long ago and the circumstances when the offence was committed. Also, any other factors, which may be relevant can be given consideration, including considerations in relation to the company's equality policies. Any information you give will be treated in confidence.

Do you have any criminal convictions, bind-over or cautions in respect of any offence?
 Yes No

If yes please give detail:

If you have none, please write the following statement in the box below **"I Have No Convictions, Cautions or Pending Court Cases."**

Are you subject to any current or outstanding disciplinary procedures, or have you ever had action taken against you by an authority regarding children under 18 years old? **If so please give detail**

Warnings and Disciplinarys

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning?
 Yes No

Has an order been made at any time for the purpose of removing a child from your care or preventing a child living with you? Yes No

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and /or vulnerable adults, either substantiated or unsubstantiated? Yes No

Has an application made by you for a registration of a voluntary or registered home ever been refused? Yes No

Have you ever been prohibited from being a foster parent? Yes No

Have you ever been refused registration to be a child – minder or provider of a day care or had your registration as either of these cancelled? Yes No



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If you have answered yes to any of the questions above, you must supply details on a separate sheet (attached at the bottom)

I have attached details as requested: Yes No

Declaration:

I confirm that all information submitted is true and accurate, that there are no medical or other reasons that I know of which prevents me from undertaking the duties of the post and I understand that any misrepresentations may invalidate my application and if appointed may result in subsequent dismissal.

I also understand that this declaration must include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand that an enhanced disclosure from the Criminal Records Bureau will be sought in the event of a successful application.

I confirm that the information provided in this application is truthful and. I have omitted no fact that could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK, declared CRB matters and satisfactory references. I expressly consent to personal data contained within this application being recorded for the purpose of accessing suitability of the post and may form the basis of any subsequent personnel file.

Signed:

Print name:

Applicants need to be aware that Affinity Children's Care Ltd carries out an enhanced disclosure check on all candidates we offer a position to, information received from the DBS / PVG will be kept in strict confidence.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

"I take notice that if I have any convictions and do not declare them, or withhold information which is relevant to my application, or if information provided in my application is untrue, I understand I will be instantly dismissed.

I confirm that I have read, understood and have truthfully answered the above questions and that everything else in this application (including any additional pages) is, to the best of my knowledge, accurate and correct."

Are you currently registered on the DBS online update service? Yes No

If Yes please complete the following:

Issue date:/..../..... Certificate No:



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