

# APPLICATION FOR EMPLOYMENT

Please note that if your application form is not fully completed you may not be considered for employment so please take time to ensure all areas have been filled in.

*Post Applied for:* \_\_\_\_\_

**Hours:** Full Time  Part Time  Bank  Days  Nights

**Area:** Birmingham  Wolverhampton

## *Personal Details:*

Title \_\_\_\_\_

Surname \_\_\_\_\_ First Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

If you are successful in your application how soon would you be able to start?

\_\_\_\_\_

## References

All appointments are subject to the receipt of satisfactory references, which will be taken from your employment history. Please be aware that all information will be checked and verified.

If you do not have 2 previous work references please provide us with any benefit agencies that you are claiming from, if applicable or the names of 2 educational or personal referees (Personal referees must be a working professional, must have known you for 5 years or more, and must not be related to you).

**Employment (Please start with your current or most recent employer and ensure that any gaps in your employment are accounted for in the relevant spaces) Where possible please give details of the past 10 years of your employment history. If you have not been in employment please confirm.**

(1) Company Name \_\_\_\_\_

Name of Referee/ Contact \_\_\_\_\_

Job Role of Above Referee/ Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours Worked \_\_\_\_\_

Dates From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Agency: Yes/No Notice Required \_\_\_\_\_

Is the above address different to the establishment in which you worked? Yes / No

**If Gap in employment dates please state reasons and what you were doing.**

Dates From \_\_\_\_\_ To \_\_\_\_\_

What were you doing? \_\_\_\_\_

(2) Company Name \_\_\_\_\_

Name of Referee/ Contact \_\_\_\_\_

Job Role of Above Referee/ Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours Worked \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Agency: Yes/No Notice Required \_\_\_\_\_

Is the above address different to the establishment in which you worked? Yes / No

**If Gap in employment dates please state reasons and what you were doing.**

Dates From \_\_\_\_\_ To \_\_\_\_\_

What were you doing? \_\_\_\_\_

(3) Company Name \_\_\_\_\_

Name of Referee/ Contact \_\_\_\_\_

Job Role of Above Referee/ Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours Worked \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Agency: Yes/No Notice Required \_\_\_\_\_

Is the above address different to the establishment in which you worked? Yes / No

**If Gap in employment dates please state reasons and what you were doing.**

Dates From \_\_\_\_\_ To \_\_\_\_\_

What were you doing? \_\_\_\_\_

(4) Company Name \_\_\_\_\_

Name of Referee/ Contact \_\_\_\_\_

Job Role of Above Referee/ Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours Worked \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Agency: Yes/No Notice Required \_\_\_\_\_

Is the above address different to the establishment in which you worked? Yes / No

**If Gap in employment dates please state reasons and what you were doing.**

Dates From \_\_\_\_\_ To \_\_\_\_\_

What were you doing? \_\_\_\_\_

(5) Company Name \_\_\_\_\_

Name of Referee/ Contact \_\_\_\_\_

Job Role of Above Referee/ Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours Worked \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Agency: Yes/No Notice Required \_\_\_\_\_

Is the above address different to the establishment in which you worked? Yes / No

**Special Requirements**

Because this position involves the care of vulnerable adults, employment is dependent on the following:

1. Your written consent to obtain an enhanced disclosure certificate from the Disclosure and Barring Service.
2. Such disclosure being acceptable to the company
3. Proof of identity – Birth or Marriage certificate ( Where applicable) and passport, Permit to work
4. Satisfactory written references

**Education**

On the next page, please complete your education in chronological date order. It is not necessary to list every qualification that you have gained, highlight any that are particularly relevant to the post.

You will be required to produce evidence of relevant qualifications that will be verified by the appropriate body.

You may also wish to state any qualifications that you are currently studying.

## Qualifications

Name and Address of School/College/University

---

Qualification/ Course studying

---

Date From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of School/College/University

---

Qualification/ Course studying

---

Date From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of School/College/University

---

Qualification/ Course studying

---

Date From \_\_\_\_\_ To \_\_\_\_\_

## Other Training Undertaken

Please list relevant external/Internal training courses. (Please include Date and length of course)

Subject	Date	Length of Course

## **Experience and Skills**

Please state why you are applying for this post and what qualities and attributes you are able to bring to it. Where possible illustrate from your previous experience, either in a personal or work capacity, specific skills, knowledge and experience that you possess which may relate to the post for which you are applying. (Please ensure your name is on any attached sheets).

## **Supporting Statement**

## **Additional Information**

Do you hold a full driving licence? Yes/No Date Held from \_\_\_\_\_

Is your driving licence free from endorsements? Yes/No

If No, please give details of any points/convictions \_\_\_\_\_

Are you a friend or relation of any Jaffray Care Employee? Yes/ NO

Please state Name if yes \_\_\_\_\_

Are you currently registered with any agencies? Yes/No

If yes please state details of agency \_\_\_\_\_

## **Certificate of Good Conduct**

Applicants who have lived outside of the UK for a continuous period of 6 months or more within the last 5 years will be required to provide a "Certificate of Good Conduct" from their home country/ the country they resided in, or equivalent documentation in order that a full 5 year address history is obtained before they can commence employment. The cost of this will be met by the applicant and if the Certificate of Good Conduct requires translation into English this cost must also be met by the applicant.

Do you currently hold a Certificate of Good Conduct? Yes/No

If yes, was this issued within 6 months prior to departure from the home/overseas country? Yes/No

If yes, Date issued: \_\_\_\_\_

If No, to any of the questions above please contact the relevant embassy or High Commission of your country in the UK for advice.

## Work Eligibility

In accordance with the Immigration and Asylum Act 1996 we will require all new employees to produce evidence of their Right to Work in The UK.

Are you currently eligible for employment in the UK? Yes/No

Please state what documentation you can provide in order to demonstrate this:

---

---

I hereby authorise check to be carried out by Government Agencies:

Yes/ No Signed: \_\_\_\_\_

I hereby agree to pay a charge for the DBS check currently £49.50 and once I have received the DBS Certificate I agree to provide Jaffray Care with the original and then hold a photocopy of this on my file.

Yes/ No Signed: \_\_\_\_\_

Please note that if this application is not completed fully, your application will not be processed.

**Personnel Department  
Jaffray Care  
The White House  
39 Jaffray Crescent  
Erdington  
Birmingham  
B24 8BE**

## Declaration

The information given on this form is correct and to the best of my knowledge and belief. I understand that any false statement may be sufficient cause for rejection or, if employed dismissal. I understand that all references, Academic and relating to my work history will be applied for and I give my consent for references to be sent on my behalf, this may include providing personal information such as Date of Birth & Address. If not received any offers of employment may be withdrawn.

By using the e-mail provided to contact Jaffray about my application I explicitly consent to Jaffray sending personal information from my application to me at the e-mail address I provide in response to this matter. I am aware that Jaffray are unable to guarantee the security of personal data when sending it over the internet. Unlawfully obtaining or accessing personal data is a criminal offence under section 55 of the Data Protection Act 1998 (GDPR as amended).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS***

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Jaffray Care complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

*Jaffray Care is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.*

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

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.

For those positions where a Disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is sent to a designated person with Jaffray Care 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 Jaffray Care 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 in Jaffray Care 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.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of 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.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

**Rehabilitation of Offenders Act**

Because of the nature of the work of which you are applying, this post is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 (exemptions order 1975) as amended in 2013.

Applicants are therefore, not entitled to withhold information about convictions, which for other purposes are "spent" under provisions of the act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Charity.

**Have you ever been convicted of any criminal offence (s)? Yes/No**

If yes, please detail the nature of the offence (s), the dates it/they took place and the resulting sentence.

---

---



## JAFFRAY CARE EQUAL OPPORTUNITIES

This form will be used to monitor how Jaffray Care compares nationally and locally with regard to equal opportunities. It will not be held for any purpose other than monitoring. By completing and returning this form you are providing the organisation with your explicit consent to this use.

This form is optional and anonymous. It does not constitute any part of the recruitment and selection process and is separated from the application form on receipt by a member of staff who is not involved in the recruitment and selection of staff.

Please tick which age group you fall into: D.O.B.:.....	18-24 <input type="checkbox"/>	35-44 <input type="checkbox"/>	55-64 <input type="checkbox"/>
	25-34 <input type="checkbox"/>	45-54 <input type="checkbox"/>	65-74 <input type="checkbox"/>
Are you (please tick):	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

Please outline what your marital status is (please tick):	Married: <input type="checkbox"/>	Divorced: <input type="checkbox"/>	Single: <input type="checkbox"/>	Other: <input type="checkbox"/>
	Cohabiting: <input type="checkbox"/>	Seperated: <input type="checkbox"/>	Widowed <input type="checkbox"/>	

Please indicate what your ethnic group and nationality is. Choose one section from A to E and tick the appropriate box(s).			
<b>A: White</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background please state: <input type="checkbox"/>		<b>B: Mixed</b> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background please state: <input type="checkbox"/>	
<b>C: Asian or Asian British</b> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background, please state: <input type="checkbox"/>		<b>D: Black or Black British</b> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background, please state: <input type="checkbox"/>	
<b>E: Chinese or other ethnic group</b> Chinese <input type="checkbox"/> Any other, please state: <input type="checkbox"/>		<b>Please state your Religion:</b>	

Where did you find out about the job vacancy for which you are applying (please tick)?			
Newspaper <input type="checkbox"/>	Job Centre <input type="checkbox"/>	Agency <input type="checkbox"/>	
Company Website <input type="checkbox"/>	Friend/ Relation <input type="checkbox"/>	Other (please state): <input type="checkbox"/>	

<b>Disability:</b> Do you suffer from a recognised disability as outlined in the Disability Discrimination Act or DDA (see end of form for definition)? If so, please state what that disability is:
--

**Disability Definition:** Individuals who were register under the Disabled Persons (Employment) Act 1944 on both 12<sup>th</sup> January 1995 and 2<sup>nd</sup> December 1996 are treated as being disabled under the DDA. The DDA states: "a person has a disability...if he has a physical or mental impairment which has substantial and long-term adverse effect on his ability to carry out normal day-to-day activities". The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA.

**Data protection :** The information or data that you supply in this job application will be processed and held on computer, and will also be processed and held in your personnel records if you are appointed. The data may be processed by Jaffray Care for the purposes of equality monitoring, compiling statistics, and for other employment records. In signing and returning this application you are deemed to have given your explicit consent to processing data contained in or referred to in it, including any data which may be considered to be sensitive personal information.