

| **PRIVATE AND CONFIDENTIAL** |
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| **Application Form** |
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| **Please complete all sections as fully as possible. Please return to hr@safehavencare.net** |

| **Application Details** |
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| Application for the post of: |  |
| Have you previously applied for a position in our organisation? (Please tick) | Yes | No  |
| If you have, please tell us the role you applied for and date of application: |  |
| Position previously applied for: |  | Date:  |

| **Personal Details** |
| --- |
| Title: (Please tick) | Mr | Mrs | Miss | Other (Please specify):  |
| Surname: |  | Forename(s): |  |
| Previous Names (if applicable): |  | Date of Birth: |  |
| Home Address and Postcode:  |  |
|  |
| Daytime Contact Number: |  | Evening Contact Number |  |
| Email Address: |  |
| Are you free to take up employment in the United Kingdom?  |  |  |
| Yes I am, my National Insurance number is:  |  |
| No I am not. If NO, are you subject to immigration control?  | Yes  | No  |

| **Driver Information** |
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| Do you hold a current, full driving licence? | Yes  | No |
| If NO, do you hold a provisional licence? | Yes  | No  |
| If applicable, please list any points and/or driving convictions including dates: |  |
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| **Vocational** |
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| Do you hold any of the following qualifications? (Please tick/complete as appropriate) |
| Are you a qualified teacher? | Yes     | No  |
| If yes, what is your DfES no.: |  |
| NVQ / QCF Level 3 Diploma for the Children’s and Young People’s Workforce | Yes     | No  |
| NVQ Level 4 HSC (CYP Pathway) plus Registered Managers Award | Yes     | No  |
| QCF Level 5 Diploma in Leadership for Health and Social Care, Childrenand Young People’s Services | Yes     | 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 work 24 hour shifts including sleep-ins? | Yes  | No  |
| Are you available to work weekends and bank holidays? | Yes  | No  |
| Are you available to work flexibly and demonstrate a high level of commitment? | Yes  | No  |
| Are there any limitations on your ability to work flexibly? | Yes  | No  |
| If Yes – what are they? |  |
| Are there any limitations if you were asked to extend your shift? | Yes  | No  |
| If Yes – what are they? |  |
|  |  |
| (All applicants) Do you / will you have any other employment if you came to work for Safe Haven?If yes please give details:  | Yes  | No  |

| **Education, Qualifications and Training** | Please list in chronological order |
| --- | --- |
| Course Title | Qualification(i.e. NVQ / G.C.S.E etc) | Place of Study | Date(Start Date and Completion Date) |
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| **Employment History** |
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| Please begin with the most recent, giving details of any gaps in employment and the reasons for these. Full history is required - from leaving secondary education to the present. Please include months and years for all appointments. |
| Name and Addressof Employer | Job Title andBrief Outline of Duties | Dates From – To(Month and year are required) | Salary andReason for Leaving |
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| **Reasons For Applying** |
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| Please include your achievements to date, any relevant knowledge, skills and experience and strengths you would bring to the role.  |
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| **Leisure Interests** |
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| Please detail any leisure interests, sports and hobbies or other pastimes: Please continue on a separate sheet if necessary. |

| **References** |
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| Please include below the name, status, address and telephone number of two referees, one of whom must be your current or most recent employer.If 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 records, reason for leaving and suitability to work with children and young people. |
| Current / Most Recent Employer and Name of Line Manager |
| Name and position: |  |
| Address: |  | Telephone Number: |  |
|  | Mobile Number: |  |
| Email address: |  |
| Can we contact this person prior to the interview for a reference? | Yes/No |
| 2. Previous Employer and Name of Line Manager |
| Name and position: |  |
| Address: |  | Telephone Number: |  |
|  | Mobile Number: |  |
| Email address: |  |
| Can we contact this person prior to the interview for a reference? | Yes/ No |

| **Additional Information** |
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| **Before completing this section please read this:** ***The post for which you are applying is exempt under the provision ofthe 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 Safe Haven will consider the nature of the offence, how long ago and what age you were when it 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 Details. |
| If you have none, please state **"I Have No Convictions, Cautions Or Pending Court Cases."** |
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| 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 details.** |
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| Applicants need to be aware that Safe Haven carries out a disclosureon all people we decide to appoint. Information received from the DBS will be kept in strict confidence.***Failure to declare a conviction, caution or bind-over may, however, disqualify youfrom 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.” |
| Do you hold a current DBS Certificate, dated within a year? | Yes  | No |
| **If YES** please complete the following: |
| Issue date: |  | Certificate No: |  |
|  |  |
| Print Name: |  | Signature: |  | Date: |  |
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| **Equality and Diversity** |
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| Safe Haven is an equal opportunity employer. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender re-assignment, age or disability. Our recruitment criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the bases of their relevant merits and abilities.All employees are given equal opportunity and are encouraged to progress within the organisation.We are committed to an on-going programme of action to make this policy fully effective.You ensure that this policy is fully and fairly implemented and monitored, and for no other reason,would you please provide the following information which will be detached from the rest of your applicationand retained by the H.R. Department before shortlisting. |
| **GENDER**Are you: Male  | Female  | Other Description  | Question Declined  |
| **ETHNICITY** |
| Are you: |
| White British White & Black African Mixed Other Asian / Asian British : Bangladesh Black / Black British: African Other Ethnic Group  | White Irish White & Asian Asian / Asian British: Indian Asian / Asian British: Other Black / Black British: Other Not Known  | White & Black Caribbean White Other Asian / Asian British: Pakistani Black / Black British: Caribbean Chinese Not Disclosed  |
| **DISABILITY** |
| Under the Equality Act 2010 (Disability) Regulations 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day-to-day activities.Do you consider yourself to be a disabled person? |
| No  | Yes  | Declined  |
| **SEXUAL ORIENTATION**How would you describe your sexual orientation? |
| Heterosexual  | Homosexual  | Bisexual  | Trans  | Declined  |
| **RELIGIOUS BELIEFS**What is your religious belief? |
| Buddhist  | Muslim  | Christian  | Sikh  |  Hindu  | Jewish  |
| Other Beliefs (please specify):  | No Religion  | Declined  |
| **MARITAL STATUS**How would you describe your status? |
| Married/Civil Partnership | Single | Widowed  | Divorced  |
| **Data Protection Act 1998**This form will be detached and will not be seen by the selection panel. Information in this application will be kept confidentially by Safe Haven and used for the exclusive purposes of recruitment and employment. Once the recruitment and selection process is complete, the data will be stored and used for your personnel records. Please indicate your consent for the information to be used for this purpose.Yes No  |
| Job Title / Job Applied For: Name: Date of Birth:Signed: Date: Age:  |

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