

JOB APPLICATION FORM

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Once completed save this file as a PDF document and then email it, along with any other required/supporting documents to hr@lindale-homes.co.uk or upload to the job advert on the breathehr.com website.

OFFICE USE ONLY	
REFERENCE NO:	
DATE SENT OUT:	
DATE RETURNED:	
APPLICATION NO:	
CLOSING DATE:	

1. VACANCY DETAILS

JOB TITLE	JOB REFERENCE
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2. PERSONAL DETAILS

TITLE	
FIRST NAME	SURNAME
ADDRESS	TOWN/CITY
COUNTY	POSTCODE
TELEPHONE	EMAIL
MOBILE	CURRENT DRIVING LICENCE
PLEASE INDICATE IF YOU ARE HAPPY TO RECEIVE CORRESPONDENCE VIA YOUR EMAIL ADDRESS	
YES	NO

3. REFERENCES (Please give two referees, for example your current or most recent line manager)

FIRST NAME

SURNAME

ADDRESS

TOWN/CITY

COUNTY

POSTCODE

TELEPHONE

EMAIL ADDRESS

JOB TITLE

RELATIONSHIP TO YOU

OTHER NAME YOU ARE KNOWN BY WITH REFEREE

ALLOW US TO CONTACT THIS REFEREE

YES

NO

3. REFERENCES (Please give two referees, for example your current or most recent line manager)

FIRST NAME

SURNAME

ADDRESS

TOWN/CITY

COUNTY

POSTCODE

TELEPHONE

EMAIL ADDRESS

JOB TITLE

RELATIONSHIP TO YOU

OTHER NAME YOU ARE KNOWN BY WITH REFEREE

ALLOW US TO CONTACT THIS REFEREE

YES

NO

4. ABSENCES (Please give two referees, for example your current or most recent line manager)

HOW MANY PERIODS OF ABSENCE HAVE YOU HAD THROUGH ILL HEALTH IN YOUR LAST YEAR OF EMPLOYMENT?

DURING THAT YEAR HOW MANY DAYS IN TOTAL HAD YOU BEEN ABSENT FROM WORK DUE TO ILL HEALTH?

PLEASE STATE REASONS FOR SIGNIFICANT PERIODS OF ABSENCE.

5. EDUCATION/QUALIFICATIONS (please start with the most recent)

FROM <small>(MM/YYYY)</small>	TO <small>(MM/YYYY)</small>	SCHOOL/COLLEGE/UNIVERSITY <small>START WITH MOST RECENT EMPLOYMENT</small>	SUBJECT/EXAM <small>COURSE/AWARDING BODY</small>	RESULTS/ GRADE

6. TRAINING (Please list any courses which you have undertaken which are relevant to the job)

FROM (MM/YYYY)	TRAINING PROVIDER START WITH MOST RELEVANT	COURSE TITLE	COURSE DURATION

7. MEMBERSHIP (Please indicate membership of any organisation(s) relevant to this job)

FROM (MM/YYYY)	NAME OF ORGANISATION	TYPE OF MEMBERSHIP	GRADE/LEVEL	OFFICIAL USE

8. EMPLOYMENT & EXPERIENCE (start with most recent employment and include any voluntary or other relevant experience)

FROM (MM/YYYY)	TO (MM/YYYY)	EMPLOYER START WITH MOST RECENT EMPLOYMENT	JOB TITLE	SALARY	REASON FOR LEAVING

8. EMPLOYMENT & EXPERIENCE (continued)

FROM (MM/YYYY)	TO (MM/YYYY)	EMPLOYER	JOB TITLE	SALARY £K	REASON FOR LEAVING

9. BREAKS IN EMPLOYMENT HISTORY

FROM (MM/YYYY)	TO (MM/YYYY)	REASON

10. DISCIPLINARY MATTERS

HAVE YOU BEEN SUBJECT TO ANY DISCIPLINARY INVESTIGATION OR ACTION INCLUDING SUSPENSION FROM DUTY DURING YOUR PERIODS OF EMPLOYMENT WITH ANY EMPLOYER? INCLUDE ANY INVESTIGATIONS OR ACTIONS TAKEN BY YOUR PROFESSIONAL BODY.

YES NO

IF YES, PROVIDE DETAILS ABOUT ACTION TAKEN AGAINST YOU. INCLUDE ANY PENDING INCIDENT/ACTION.

PLEASE STATE REASONS FOR SIGNIFICANT PERIODS OF ABSENCE.

11. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

(In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirement of this job, as set out in the Person Specification contained within the Job Description. Please continue on a separate sheet if necessary. You should ensure that any additional sheets are attached

12. CRIMINAL CONVICTIONS/CAUTIONS/DISQUALIFIED PERSONS/INVESTIGATIONS

This company is committed to the welfare and safety of vulnerable adults and children. Criminal convictions are not necessarily a bar to employment, but the safety of vulnerable adults and children will be key to all decisions regarding the employment of staff or volunteers.

This position is exempt under the Rehabilitation of Offenders Act 1974, therefore you must disclose all previous convictions, cautions, bind over order, any road traffic offences, Court Martials, or any pending proceedings. A Criminal Records Bureau Disclosure will be required.

To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.

ARE YOU ON THE DBS UPDATE SERVICE?

YES NO

DBS CERTIFICATE NUMBER?

ISSUE DATE

HAVE YOU EVER PLEADED GUILTY, BEEN CONVICTED, OR CAUTIONED BY A POLICE OFFICER, FOR ANY CRIMINAL OFFENCES?

YES NO

HAVE YOU EVER BEEN INTERVIEWED AS A POTENTIAL SUSPECT OR INVESTIGATED IN RELATION TO MATTERS THAT MIGHT HAVE LED TO CRIMINAL PROCEEDINGS?

YES NO

HAVE YOU BEEN SUBJECT TO, OR INTERVIEWED, IN RELATION TO DISCIPLINARY MATTERS OR ALLEGATIONS AGAINST YOU, IN ANY PREVIOUS EMPLOYMENT?

YES NO

HAS YOUR NAME BEEN ADDED TO ANY OF THE FOLLOWING:

THE DOH CONSULTANCY LIST, NOW KNOWN AS THE PROTECTION OF CHILDREN ACT LIST, THE DFES LIST 99 OR THE PROTECTION OF VULNERABLE ADULTS LIST.

YES NO

HAVE YOU EVER BEEN SUBJECT TO, OR PARTY TO, COURT PROCEEDINGS, INVOLVING ANY SOCIAL SERVICES AUTHORITY OR ITS EQUIVALENT, HERE OR ABROAD, THAT HAS RESULTED IN THE REMOVAL OF CHILDREN OR VULNERABLE ADULTS FROM YOUR CARE, OR THE IMPOSITION OF A STATUTORY SUPERVISION ORDER?

YES NO

HAVE YOU EVER BEEN REFUSED REGISTRATION OR CANCELLED FROM ANY OFFICIAL REGISTERS OF THE FOLLOWING: CHILD-MINDERS, DAY CARE PROVIDERS, PRIVATE FOSTERING, REGISTERED CARE HOME OR CHILDREN'S HOME?

YES NO

IF ANY OF THE ANSWERS TO ANY OF THESE QUESTIONS IS YES, PLEASE GIVE FULL DETAILS IN QUESTION 11.

13. DATA PROTECTION ACT 1998 – CONSENT AND CERTIFICATION OF DETAIL

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018 & GDPR. The information is being collected for the purpose of administering the employment and training of employees. We will process the personal data contained in the form as you have consented to take part in a recruitment process, therefore the legal basis for processing the information is your signed consent.

The information may be disclosed, as appropriate, to Occupational Health, Law Enforcement Authorities, pension providers and relevant statutory bodies.

FIRST NAME

SURNAME

I consent to my employer recording and processing the information detailed in this application form.

I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

I AGREE

14. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police

SIGNATURE

DATE

FULL NAME

RECRUITMENT MONITORING FORM

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Once completed save this file as a PDF document and then email it, along with any other required/supporting documents to hr@lindale-homes.co.uk or upload to the job advert on the breathehr.com website.

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9. GENDER

I AM:

MALE

FEMALE

OTHER

TRANSGENDER

To help us monitor our Equal Opportunities policy please tick or complete the following boxes as appropriate. The information will be detached from your application form before being passed to the Shortlisting Panel.

9. ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A - WHITE EUROPEAN

BRITISH

IRISH

ALBANIAN

BOSNIAN

KOSOVAN

ROMA

IF OTHER, PLEASE INDICATE

9. ETHNIC ORIGIN

B - MIXED

WHITE/BLACK CARIBBEAN

WHITE/ASIAN

BLACK/ASIAN

WHITE/BLACK AFRICAN

IF OTHER, PLEASE INDICATE

C - ASIAN OR ASIAN BRITISH

INDIAN

KASHMIRI

PAKISTANI

BANGLADESHI

IF OTHER, PLEASE INDICATE

D - BLACK OR BLACK BRITISH

CARIBBEAN

AFRICAN

IF OTHER, PLEASE INDICATE

E - CHINESE OR OTHER ETHNIC GROUP

CHINESE

ARAB

KURDISH

AFGHAN

VIETNAMESE

IF OTHER, PLEASE INDICATE

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

DO YOU HAVE A DISABILITY AS DEFINED ABOVE?

YES NO

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

EMPLOYMENT STATUS

ARE YOU CURRENTLY UNEMPLOYED?

YES NO

SEXUAL ORIENTATION

BISEXUAL

GAY/LESBIAN

HETEROSEXUAL/STRAIGHT

NOT DISCLOSED

OTHER

PREFER NOT TO SAY

RELIGION

CHRISTIAN

BUDDHIST

HINDU

JEWISH

MUSLIM

SIKH

NO RELIGION

NOT STATED

IF OTHER, PLEASE INDICATE

JOB ADVERTISEMENT

HOW DID YOU FIND OUT ABOUT THIS JOB? (Please specify source or publication)

lh lindalehomes

946 Warwick Road,
Acocks Green,
Birmingham.
B27 6QG

Tel: 0121 706 1332

Fax: 0121 706 5992

Email: hr@lindale-homes.co.uk