

APPLICATION FOR EMPLOYMENT



The Coach House
Millbrook House Estate
Manchester Road
Hollingworth
Hyde
Cheshire
SK14 8LA

Tel: 01457 764518
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www.enablingfutures.org.uk

APPLICATION FOR EMPLOYMENT

GUIDANCE NOTES

IT IS IMPORTANT THAT YOU READ THESE GUIDANCE NOTES BEFORE COMPLETING YOUR APPLICATION FORM.

Completing the application form is the first stage of the selection procedure. The information you provide on this form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible. **Please read all the documents enclosed – they are designed to help you.**

- The application form will be photocopied, so please complete it in **black ink**.
- Please do not add any personal details such as your name or address to any additional sheets you submit.
- Please send your application form to recruitment@enablingfutures.org.uk or via post to:

FAO HR Department
Enabling Futures Ltd
Millbrook House
Manchester Road
Hollingworth
Hyde
Cheshire
SK14 8LA

REFERENCES

Please give details of two referees, one of which must be your current/last employer, if you have one. The second referee should also be a previous employer where possible. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential.

EMPLOYMENT HISTORY

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

SUPPORTING INFORMATION

This section of the application form is very important, as this is where you make your case for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification you have also been sent, describes the necessary skills, experience and qualifications we are looking for.

Make sure that you tell us in what ways you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for a long time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- Ensure that the information you provide is well organised and refers directly to the person specification.
- It should show to what extent you have gained the skills and experience necessary for the post.
- Give specific examples of the work you have been involved in and write in a positive way.
- Always remember to specify your responsibilities rather than those of your section or department

MONITORING INFORMATION

It is Enabling Futures policy to ensure that all appointments are made on merit. **This form is for monitoring purposes only and will not form part of your application.** In order to monitor the effectiveness and success of this process, please provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

In line with the **Data Protection Act 1988**, in signing the declaration you agree that once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

ENABLING FUTURES LIMITED
APPLICATION FOR EMPLOYMENT

Application for the post of: _____

Closing date for receipt of completed applications is: _____

FIRST NAME	
MIDDLE NAME(S)	
SURNAME	
ADDRESS	
DAY TIME TELEPHONE NO.	
MOBILE NO.	
EMAIL ADDRESS	

Please note that if an email address is provided all correspondence to you will be via email. Please tick the box if **you do not wish** to receive any email correspondence in regards to this post.

ELIGIBILITY TO WORK IN THE UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK?	
Yes or No	

FAITH / RELIGION

What is your Faith/Religion?					
Buddhist		Christian		Hindu	
Jewish		Sikh		None	
Other (Please State)					

The following definition may provide a useful framework for candidates to consider whether their condition would be considered as a disability. The Disability Discrimination Act defines disability as a ***“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”***.

Do you consider yourself to be disabled? YES / NO

Candidates who have declared themselves as disabled will be identified before the shortlisting stage to ensure that candidates with disabilities who meet the essential requirements of the job are interviewed according to the Enabling futures Equal Opportunities and Anti Discriminatory Policies and Procedures. This scheme forms part of the Enabling futures policy on employment opportunities for people with disabilities. No other information from the monitoring form will be considered in any way during the appointment process.

If you are successfully appointed every effort will be made to supply aids or equipment where required to enable you carry out the full duties of the job. If you feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job then the panel will give full consideration to redesigning the job.

In the space below please provide details of anything you wish to bring to the panel's attention.

ETHNIC ORIGIN

These groups are in line with the 2001 census. I describe my ethnic origin as:

<p>ASIAN OR ASIAN BRITISH:</p> <p>Indian</p> <p>Pakistani</p> <p>Bangladeshi</p>	<p>BLACK OR BLACK BRITISH:</p> <p>Caribbean</p> <p>African</p> <p>Other Black</p>	<p>CHINESE:</p> <p>Chinese</p> <p>Other:</p> <p>Other Asian</p>
<p>WHITE</p> <p>British:</p> <p>Irish:</p> <p>Other White</p>	<p>MIXED</p> <p>White & Black Caribbean</p> <p>White & Black African</p> <p>White & Asian</p> <p>Other Mixed</p>	<p>OTHER ETHNIC GROUP</p> <p>Please specify:</p>

WHERE DID YOU SEE THIS POST ADVERTISED?

Please specify:

DISCLOSURE OF INFORMATION

DISMISSAL

Have you ever been dismissed from any previous employment?

YES

NO

If YES please give details, including dates, reasons and employer.

DISCLOSURE OF CRIMINAL CONVICTIONS

Please give details of any unspent criminal convictions in line with the Rehabilitation of Offenders Act including date of conviction and sentence imposed.

DECLARATIONS

Please tick or put a cross in each box by way of confirmation

I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.

I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge

I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

In completing this signature in word on this document and submitting your application via the internet you are confirming that the information supplied is accurate and complete

Signed

Date

EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT

The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post.

PLEASE NOTE:- A signature is required even if you have nothing to declare.

This means that you must disclose all criminal convictions (including those defined as spent under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability for the post, such as if your suitability to work with children or vulnerable adults has ever been questioned.

Failure to disclose any convictions / reprimands / cautions / final warnings or any other relevant information may disqualify you from employment or result in your later dismissal.

Nature of convictions / reprimands / cautions / final warnings / other relevant information.

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Do you have any outstanding cases waiting to be heard? Please tick appropriate box

YES

NO

Date (if known) and details	
Name	
Signed	Date

SICKNESS

Please state how many days you have been absent from work due to sickness over the last two years: Days: Incidents:.....

Please outline reasons:

DRIVING LICENCE

Do you hold a full UK Driving Licence: **YES / NO**

AGE

Due to the nature of the work we do and OFSTED and CQC regulations, it is a requirement that all of our staff are over the age of 18.

Can you confirm that you are 18 or over? **YES/NO**

COVID-19 VACCINATIONS

In line with the amended Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, it is now a legal requirement for all staff working in CQC homes to be fully vaccinated against Covid-19. (Please note that this legislation does not currently apply to applicants for The Coach House, which is our Ofsted registered home.)

Can you confirm whether you are fully vaccinated against Covid-19 – **YES/NO**

REFERENCES

References may be taken up prior to interview. We **cannot accept** references from family members. **Please tick here and we will not contact them without your consent.**

CURRENT/MOST RECENT EMPLOYER

Company :

Your Job Title/Position:

Person to Contact:

Please specify their Job Title/Position:

Address inc. Post Code:

Email Address:

Company Telephone Number:

Relationship to you e.g. current/previous employer:

Are you related to, or the partner of this referee?

SECOND REFERENCE

Company :

Your Job Title/Position:

Person to Contact:

Please specify their Job Title/Position:

Address inc. Post Code:

Email Address:

Company Telephone Number:

Relationship to you e.g. current/previous employer:

Are you related to, or the partner of this referee?

EMPLOYMENT EXPERIENCE

CURRENT OR MOST RECENT EMPLOYMENT EXPERIENCE

Name and address of employer:

Dates of employment (please provide month and year):

Current earnings/salary:

Notice Period:

Other Benefits:

Reason for leaving:

Job title and brief outline of main duties and responsibilities:

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PREVIOUS EMPLOYMENT/VOLUNTARY WORK

Please list all other jobs held, starting with the most recent, include any voluntary work undertaken (**You must also state your reasons for leaving.**) Continue overleaf and on a separate sheet if necessary. **ANY GAPS IN EMPLOYMENT MUST BE EXPLAINED** i.e. unemployed, studying etc.

Name/Address of Employer	Nature of Business	Job Title	Reason For Leaving	Date of Employment	
				Start Date (Month/Year)	Leaving Date (Month/Year)

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Name/Address of Employer	Nature of Business	Job Title	Reason For Leaving	Date of Employment	
				Start Date (Month/Year)	Leaving Date (Month/Year)

EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications

EDUCATION (FORMAL QUALIFICATIONS)

Qualifications	Grade	Where Obtained	Year Obtained

MEMBERSHIP OF PROFESSIONAL INSTITUTES AND SOCIETIES

Institute	Level & method of membership

TRAINING/DEVELOPMENT

Subject	Provider	Date Attended

SUPPORTING INFORMATION

Please provide evidence of how you meet the requirements of the person specification – refer to guidance notes for further information. Continue on a separate sheet if necessary