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**Our mission Statement: “To provide a Person – Centred approach in delivering an excellent standard of care and support to organisations and individuals alike.”**

**APPLICATION FORM April 2019**

**The recruitment process within this organisation has a minimum of two stages.**

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information.

Please note that we are an organisation committed to safer recruitment practice and follow a stringent safeguarding and vetting policy, including the completion of enhanced DBS checks and the checking of the children’s and adults Barred Lists and we are an equal opportunities employer.

It is an essential requirement for the holder of this position to have sufficient spoken English and a basic level of functional skills, including written literacy and numeracy, in order to be able to fully participate in all mandatory and specialist training involved and to complete the clients record sheets and written reports for social services, as required.

The GS company ethos is one of working towards a set of core values and operating principles, which are used to set the tone for the companies overall operations. In general this ethos expresses the way that the company wants to behave.

GDPR – (GENERAL DATA PROTECTION REGULATIONS 25TH MAY 2018)

Please be assured that the Company fully comply with the requirements of these regulations at all times. Please see the website for details or a copy can be supplied upon request.

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PLEASE COMPLETE FULLY AND IN CAPITALS.

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| **Position Applied For:**  \*Please note that if applying for **The Meadows** Residential Childrens Home you need to be over the age of **23.** This is due to Ofsted regulations. |
| **Please state your availability:** |

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| **Personal Details:** | |
| **Title:**  **Surname:**  **Previous Names:**  **Address:**  **Post Code:**  **Email:** | **First Name:**  **National Insurance No:**  **Contact Telephone Numbers:**  **Home:**  **Mobile:**  **Are you a Driver: Yes No**  **Own Transport: Yes No**  **Do you have business insurance?** |

**ARE YOU RELATED TO ANYONE KNOWN TO GS SOCIAL CARE SOLUTIONS LTD:**

**IF YES PLEASE GIVE NAMES:**

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| **EDUCATION AND QUALIFICATIONS** |

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| **PLEASE GIVE DETAILS OF SECONDARY AND FURTHER EDUCATION INCLUDING ANY A LEVELS OR EQUIVALENT VOCATIONAL COURSES.** | | | |
| **Dates (mm/yyyy)** | | **School/College/provider** | **Qualification obtained and grade/level** |
| **From:** | **To:** |  |  |
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| Please give details of any **higher education** training and equivalent courses. | | | | |
| **Dates (mm/yyyy)** | | **College/provider/**  **instition** | **Qualification** | **Awarding body** |
| From |  |  |  |  |

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| --- | --- | --- | --- |
| Please give details of any **vocational or professional** training and qualifications | | | |
| **Dates obtained** | **College/provider/ institution** | **Qualification** | **Awarding body** |
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| **Employment History** | |
| Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment.  Continue on a separate sheet if necessary | |
| Present employment | |
| Job Title:  Salary:  Employed from: | Employer:  Address:  Employed to: |
| **\*-what notice period are you required to work and what date could you commence employment?** | |
| **Please give a brief description of current duties, responsibilities and achievements.** | |

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| **Previous Employment from leaving school starting with most recent.** | | | | |
| **Dates (mm/yyyy)** | | **Name of Employer** | **Job title and responsibilities** | **Reason for leaving** |
| From | To |  |  |  |
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**Please use separate sheet if needed**

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| **If there are any gaps in your employment or education history please explain here.** |
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**References**

**PLEASE ENSURE TO COMPLY WITH DATA PROTECTION REGULATIONS YOU HAVE NOTIFIED YOUR REFEREES OF YOUR INTENTION TO LIST THEM AND THEIR DETAILS ON THIS FORM.**

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| **Referees** |
| **Please supply the names and contact details of 2 referees who can comment on your suitability for this position.**  **This must include your current or most recent employer.**  **Please supply 1 character referee. This person must have known you for at least 2 years and is not a family member.** |
| **Name:**  **Position:**  **Organisation:**  **Address:**  **Telephone:**  **Email:** |
| **Name:**  **Position:**  **Organisation:**  **Address:**  **Telephone:**  **Email:** |
| **Character Reference**  **Name:**  **Relationship to you:**  **How long have you known this person:**  **Contact telephone number**  **Email address** |

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| **Suitability Letter** |
| Please provide details of any person we may contact regarding your suitability for the role in which you are applying for. This can included any voluntary work or paid work with any previous employers. |
| **Name:**  **Contact details:**  **Address:**  **Telephone:**  **Email:** |

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| **Personal Statement** |
| **Please demonstrate by giving examples of your suitability for the position you are applying for. Please include the reason you are applying and interest in this position.** |
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| **For people who are not a British or EU nationals:**  **If you have any conditions related to your employment please give full details:** |

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| **Personal Declarations** |
| The position for which you are applying involes contact with children and is exempt from the Rehabilitation ACT 1974 and all subsequent amendments (England and Wlaes). For these positions you are not entitled to withhold information about police cautions, bind-overs\* or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted of any offence or bound-over or given a caution?  Yes: No:  If yes, please give details on a separate sheet of paper and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’  I understand that if my application is successful I will be required to obtain a DBS check at the appropriate level. |

\*Is related to bail. A person who is bound over can be required to return to court at a later date.

**Please** **Note: Minimum age** legislation dictates that care workers in general must be at least 16 years old. Please inform your interviewer immediately if you do not meet this specification. To carry out work in the children’s/ residential homes, the staff need to be at least 5 years older than the clients involved – so approximately be 23 years old.

The post that you are applying for is covered by the “Disqualification from Caring For Children (England) Regulations 2002.” You are therefore required to answer the following questions:

1. Has a child of yours ever been subject of a care order? Yes/No

2. Has a child of yours ever been removed from your care or prevented

from living with you? Yes/No

3. Have you ever been involved with a voluntary or a registered home,

which has been removed from the register? Yes/No

4. Have you ever made an application for a voluntary or a registered home,

that has been refused? Yes/No

5. Have you ever been prohibited from being a private foster parent? Yes/No

6. Have you ever been refused registration to be a private child minder or

provider of day care or had your registration of either of these cancelled Yes/No

**I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.**

**I understand that I cannot be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS. I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. If the post I have applied for is as a Registered Nurse, my confirmation of employment will also be subject to a satisfactory search of the Nursing and Midwifery Council records and registers. By my signature, I authorise the organisation to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.**

Signed …………………………………… Dated ……………………………………………..

**THANK YOU FOR COMPLETING THIS APPLICTION FORM. PLEASE RETURN IT TO US BY EMAIL, BY POST OR IN PERSON.**

**Email**

[jane@gs-socialcare.co.uk](mailto:jane@gs-socialcare.co.uk)

**Post/In person**

**Jane Drinkwater**

**GS Social Care Solutions Ltd**

**16 Noble street**

**Rishton**

**BB1 4HX**