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| **CONFIDENTIAL APPLICATION FORM**  **Please complete as fully as you can. If you have a current CV, please attach a copy.**  *Please continue on a separate sheet if necessary, marking clearly at the top of the sheet your name and position applied for.*  *Indicate clearly the section from the application form that your response relates to.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** *(\*Delete as appropriate)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **JOB APPLYING FOR:** | | | | |  | | | | | | |  | **Position:** | | | | | Temporary | | | | |  | Permanent | | | |  |  |
| **Title:** | \*Mr/Mrs/Miss/Ms/Dr/Other | | | | | | | **If, other, please specify:** | | | | | |  | | | | | | | | | | |
| **Forename(s):** | | |  | | | | | | | **Surname:** | | | |  | | | | | | | | | | | | | | | | |
| **Name you wish to be known by:** | | | | | |  | | | | | | | | **National Insurance No:** | | | | | | | |  | | | | | | | | |
| **Address:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Email:** | | |  | | | | | | | | **Tel: (Home)** | | | | |  | | | | | **Tel: (Mobile)** | | | |  | | | | | |
| **Current driving licence:** | | | | \*YES / NO | | | **Own transport**: | | | | \*YES / NO | | | | **Valid insurance to cover business purposes:** | | | | | | | | | | | | \*YES / NO | | | |
| **Nationality:** | |  | | | | | | | **Is English your first language?** | | | | | | | \*YES / NO | | | **If no, please specify:** | | | | | | |  | | | | |
| **If you are invited to an interview, do you have any special requirements?** | | | | | | | | | | | | | | | | | \*YES / NO | | | If yes, please state requirements below: | | | | | | | | | | |
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| Do you know any person who currently works within Phoenix Support? If yes, please give details below: | | | \*YES / NO |
|  | | | |
| Do you have any prior commitments/holidays booked? If yes, please give details below: | | | \*YES / NO |
|  | | | |
| Notice period/earliest start date for employment: |  |

**RIGHT TO WORK IN THE UK**

*It is illegal to employ someone who is not allowed to work in the UK. As an employer, we have a duty to check potential employees' documents, before we employ them, to ensure they have the right to work in the UK.*

|  |  |
| --- | --- |
| What is your current work status (if not a UK citizen)? | |
|  | |
| If applicable, please give full details of Work Permits, VISA, Leave to Remain etc., that allows you to work legally in the UK; including relevant reference numbers and expiry dates: | |
|  | |
| Home Office letter reference: |  |

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| **EDUCATION AND TRAINING DETAILS** | | |
|  | | |
| Please give details of secondary education, further education and training courses attended, including dates and qualifications. PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED | | |
|  | | |
| **Schools/Colleges/Centres attended and address** | **Dates From / To** | **Qualification Achieved**  *(Include grade and date achieved)* |
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**PLEASE ATTACH ANY EVIDENCE OF TRAINING INFORMATION OR CERTICIFICATES CURRENTLY HELD**

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| **EMPLOYMENT HISTORY** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of current/last employer:** | | |  | | | | | **Telephone No:** |  | | |
| **Address:** |  | | | | | | | | | | |
| **Position held:** |  | | | | **Dates From:** | |  | | | **To:** |  |
| **Annual Gross Salary:** | | £ | | **Other Benefits:** | |  | | | | | |
| **Reason for leaving:** | |  | | | | | | | | | |

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| --- |
| **Responsibilities/tasks undertaken:** |
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| **PREVIOUS EMPLOYMENT** |
| Please give details of previous employment, including dates, positions, salaries, responsibilities and reasons for leaving  **PLEASE ATTACHED ADDITIONAL SHEETS IF REQUIRED.**  **!ATTENTION! It is a CQC legislative requirement that ALL career gaps are documented. We are unable to proceed with your application unless this is fully completed.** |

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| --- | --- | --- | --- |
| **Dates**  **From/To** | **Employer/**  **Company Name and address** | **Position and Responsibilities** | **Salary and Reason for Leaving** |
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**REFERENCES**

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| Please give two references, including your current or last employer.  **Note: Employees CANNOT START WORK until all satisfactory references have been received and verified**  In order to help us process your application, please make sure you provide ALL the contact details required below. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1** | | **Reference 2** | |
| Contact Name |  | Contact Name |  |
| Company Name |  | Company Name |  |
| Address |  | Address |  |
|  |  |
|  |  |
| Contact Tel. No. |  | Contact Tel. No. |  |
| Email |  | Email |  |

**PERSONAL STATEMENTS**

**Why do you feel you are suited to this role?**

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**What do you feel you can bring to this role?**

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**REHABILITATION OF OFFENDERS ACT**

Owing to the nature of the work for which you are applying, this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders act 1974 (Exemptions Order 1975). Applicants are therefore not entitled to withhold information about convictions which for any other purpose are “spent” under the provisions of the Act and in the event of employment, any failure to disclose convictions could result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to the application for positions in which the Order applies.

A copy of our Recruitment policy is available on request. A criminal record will not necessarily be a bar to obtaining a position unless Phoenix Support considers that it renders you unsuitable. In making the decision Phoenix Support will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. Phoenix Support adheres to the DBS Code of Practice. Further guidance can be obtained by reference to the DBS’s Code of Practice, a copy of which can be obtained from www.DBS.gov.uk

Where the response to any of the following is “Yes”, full details should be given. Although the information requested relates to the United Kingdom, information should also be given in respect of any comparable provisions, which apply overseas. Information about companies, partnerships or incorporated associations relates to information within the knowledge of the individual in question.

**Disclosure Barring Service (DBS) APPLICATIONS**

**The Disclosure Barring Service states that any member of staff who works with Vulnerable Adults requires a Disclosure Barring Service BEFORE they can commence employment with PHOENIX SUPPORT**

The disclosure is a document containing information held by the police and government departments. Disclosure provides details about a person’s criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Depending on the level of disclosure information may also be provided by local police forces.

All staff dealing with Vulnerable Adults are required to obtain an Enhanced DBS check.

You must provide us with a current and satisfactory DBS check before you can commence employment with PHOENIX SUPPORT.

Please tick and sign the box as acceptance of paying the fee for the your DBS which will be reembursed to you within your first two months wages.

**Tick: Print and Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For information on what is required, please contact**: [recruitment@phoenixkent.com](mailto:recruitment@phoenixkent.com)

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence? | YES / NO |
| Do you have any spent or unspent criminal convictions, cautions or reprimands? | YES / NO |
| *For any conviction, caution or reprimands, please provide a written statement of each and every event and why you think that it will not affect your ability to carry out the role that you are applying for and attach to this document.*   * *Via e-mail please mark as private and confidential and send it to* [*recruitment@phoenixkent.com*](mailto:recruitment@phoenixkent.com) * *Via post please to be placed in a sealed envelope marked as private and confidential, addressed to Anja Hlebec* | |

|  |  |
| --- | --- |
| Are you included in the ISA Vulnerable Adults barred list? | YES / NO |
| Have you ever completed an enhanced DBS? | YES / NO |

FRAUD:

|  |  |
| --- | --- |
| Please state whether you have been in connection with the information or management of any company, partnership or unincorporated association, been adjudged by a court liable for any fraud, misfeasance, wrongful trading or other misconduct towards such a body or towards any member or creditor of such a body? | YES / NO |

COURT PROCEEDINGS:

|  |  |
| --- | --- |
| Please state whether you are currently engaged in (otherwise than in a professional legal capacity or as an expert witness or plaintiff) or have been the subject of any court proceedings (including criminal prosecutions and any prosecutions that may be pending). | YES / NO |

**DECLARATION**

I confirm that the information that I have provided on this form is to the best of my knowledge and belief, true and complete.

I understand that any false statements or deliberate misrepresentations on this form, will be regarded as grounds for disciplinary action and/or any job offer could be withdrawn and/or termination of my employment.

I understand that any offer of employment is subject to satisfactory references and DBS checks.

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|  |  |  |  |  |
| PRINT NAME |  | SIGNATURE |  | DATE |

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**OFFICE PURPOSES ONLY**

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| Position Applied For: | |  | | | | Date Received: | |  | | URN: |  |
| Interview: | YES / NO | | Job Offer: | YES / NO | Offer Accepted: | | YES / NO | | Start Date: |  | |
| Comments: |  | | | | | | | | | | |
|  | | | | | | | | | | | |

# Any relevant notes for supporting the application: