



Application for Employment

Children's homes

Position applied for:	
Where did you hear about the role?	

Vitality HealthCare Services Ltd is an Equal Opportunities employer and your application for employment will be assessed solely on its merits. We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for job applicants.

DISCLOSURE AND BARRING RECRUITMENT CHECKS
<p>We are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.</p> <p>The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.</p> <p>For posts in regulated activity, the DBS check will include a barred list check.</p> <p>It is an offence to seek employment in regulated activity if you are on a barred list.</p> <p>Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.</p> <p>Are you on the DBS update service? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a DBS certificate?: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of check:</p> <p>Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. Shortlisted applicants are also advised that online searches will take place for publically available information.</p> <p>Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks.</p>

TIME SPENT LIVING AND/OR WORKING OVERSEAS
<p>If you've lived or worked outside of the UK, we may require additional information in order to comply with 'safer recruitment' requirements, for example overseas criminal record checks and any further checks we consider appropriate (in addition to the usual pre-employment checks). If you answer 'yes' to the question below, we may contact you for additional information in due course.</p>

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- Any information contained in the application form
- The length of time you've spent in or out of the UK
- Whether you have worked in a role with children and/or young people outside the UK

Have you lived or worked outside of the UK? Yes No

RIGHT TO WORK IN THE UK

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested, a copy of which will be retained on your personnel record for the duration of your employment.

SIGN AND DATE

Name (please print):

Sign:

Date:

1. PERSONAL INFORMATION

Surname / Family Name		Forename(s)	
Previous surnames		Title:	<i>Mr Mrs Miss Ms Other (circle)</i>
Address			
		Postcode	
Home Tel. No.		Mobile Tel No.	
Email Address			
N.I. Number		Date of Birth	

DISABILITY AND ACCESSIBILITY

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

--

Please indicate whether you have any family or close relationships with existing employees or employers of Kedleston UK or are the parent/carer of any young person that attends a Kedleston setting?	Yes / No
If Yes, please give details	

Driver details	
Do you hold a full and valid driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own a roadworthy motor vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Entitlement (e.g. B,BE,C1,C1E,D1,D1E, f,k,l,n,p):	
Do you have any endorsements?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please give details	

2. EDUCATION & TRAINING

Proof of professional and/or relevant qualifications will be required
 Please list all secondary, further and higher education establishments attended specifying start/finish dates, qualifications (including GCSEs or equivalent), grades, levels and date of award.

Secondary Education	Dates (From /To)	Qualifications*	Grade/Level	Date of Award
Further / Higher Education	Dates (From /To)	Qualifications*	Grade/Level	Date of Award

--	--	--	--	--

Other Relevant Training e.g. Child Protection, Health & Safety, First Aid, Team-Teach, etc.

Please only list training that you have undertaken in current or previous roles that is **relevant to the position you are applying for**.

Training Organisation	Course Title / Qualification*	Course Duration	Date Completed

*Please continue on a separate sheet if necessary.

3. CURRENT OR MOST RECENT EMPLOYER

Please provide full details of your current or most recent employer this should include a contact name and number, notice required, **specific** reason for leaving and key duties and responsibilities.

Employer Name			
Contact Name:		Contact Tel. No.	
Address			
		Postcode	
Email address		Fax No.	
Date started*		Current Salary	
Date finished		Notice required	
Job Title		Contracted Hours	
Specific reason for leaving			

Key Duties/Responsibilities

4. EMPLOYMENT HISTORY

Please provide a full employment history (including part time, temporary and voluntary work) since leaving secondary education.

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

* Please state starting/ finish **day** (1st, 2nd, etc) of employment, wherever possible.

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Continue on a separate sheet if necessary.

Please explain any gaps in your employment history since leaving secondary education.

Kedleston Group follows **Safer Recruitment** policy and procedure; it is therefore essential that you give dates for, and provide an explanation for, **all and any gaps** in your Education and subsequent Employment History since leaving secondary education. *e.g. unemployment, ill health, family commitments etc.*

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Have you ever been subject to any disciplinary procedures / allegations related to children or vulnerable adults during your employment history?	Yes	No	N/A
---	-----	----	-----

If Yes, please give details

--

5. STATEMENT OF COMPETENCE FOR THE ROLE

This is an opportunity for you to demonstrate your suitability and competence for the role advertised. Please fill in the section below, comprehensively detailing real life examples which demonstrate that you have the skills, knowledge, experience and personal qualities required to carry out the roles and responsibilities as outlined in the job description and/or person specification. (max 500 words)

6. ADDITIONAL INFORMATION - Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

7. REFERENCES

Please provide details of professional referees, one of whom must be your current or most recent employer. The referees should be from different organisations wherever possible. Where applicable, we will secure a reference from the relevant employer from the last time you worked with children. Please note that character references will not be accepted. As you are applying for a position in Care we will request references from every previous care provision that you have worked for.

References will be taken up prior to interview wherever possible. Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted. By giving us this information, you consent to us contacting these referees.

If you don't wish us to contact your referees without your prior agreement, please tick this box:

Name		
Position		
Capacity in which known		
Address (incl Postcode)		
Name of organisation		
Telephone No.		
Email Address		
Time known		

Name	
Position	
Capacity in which known	
Address (incl Postcode)	
Name of organisation	
Telephone No.	
Email Address	
Time known	

Name	
Position	
Capacity in which known	
Address (incl Postcode)	
Name of organisation	
Telephone No.	
Email Address	
Time known	

Continue on a separate sheet if necessary.