



STEP BY STEP SUPPORT

TAKING ONE DAY AT A TIME

APPLICATION FORM

Please complete all sections of this form

Please complete this form as fully as possible, due to safer recruitment we will seek references from all previous employment involving vulnerable children and adults. You also need to be aware that we will verbally verify the information provided to us on this application form. If you need any assistance completing the form, please contact. hr@stepbystepsupport.co.uk

PLEASE NOTE ALL APPLICANTS MUST BE OVER THE AGE OF 21 AND HOLD A DRIVING LICENSE

Position applied for:	Based at:
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1. Personal Details – Please complete all sections				
Title	Forenames	Surname	Previous/other names	Date of Birth
NI Number	Telephone Home	Telephone Mobile	Telephone Work	At current address since
Current Home Address				
Postcode				
E-mail				
Do you have the right to work in the UK?				
May we contact you at work? (Please circle)				
How much notice are you required to work?			Do you have any holidays booked? Please provide dates?	
Do you hold a full current driving license?			Please note any endorsements	

Have you had any previous contact with Step by Step homes LTD previously			Do you need a work permit to be employed in the UK	
Are you on the DBS Update service ?			DBS number	

Name of School/College/University/ Course and Location	Date From	Date To	



2. Career History

Name of Employer and Address	Dates From	Dates To	Duties
Position and Salary	Reason for leaving:		

Notes – office use only

Name of Employer and Address	Dates From	Dates To	Duties

Notes – office use only

Name of Employer and Address	Dates From	Dates To	Duties
Notes – office use only			
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Notes – office use only			

Application and Additional Information Please give details of personal qualities, experience, skills, and achievements in support of your application. Please refer to the job description and personal specification.

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Interests/Hobbies which may be relevant

3.References - Please Provide reference details of all employment that involved working with children or vulnerable adults; <u>one must be your most current/recent employer. All references will be verbally verified</u>

Current Employer		Address	
Name of referee		Telephone No.	
e-mail			
In what capacity did you know them			
Previous Employer		Address	
Name of referee		Telephone No.	
e-mail			
Previous employer		Address	
Name of referee			
e-mail		Telephone No.	
In what capacity did you know them			

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Signed

Date

Equal Opportunity Statement

The Care Home's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or offending background.

Equal Opportunities Monitoring

Step by Step homes Limited is committed to equal opportunities and opposes all forms of unlawful and unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religious, or belief, age. As part of this process, we need to monitor our recruitment process. It would be very helpful if you could complete the following information, which is for monitoring purposes only and is not used in the selection process. This information is treated as confidential. On receipt, it will be separated from the application form before short listing takes place.

Section One – Sex

Gender Identity (i.e. Male, Female, Non-Binary or prefer not to say) Please specify below:

Section Two - Marital Status

Single Married Divorced Separated Living with Partner

Section 3 - Ethnic Group

White

- British
- Irish
- Other
- Chinese

Mixed

- White/Black Caribbean
- White/Black African
- White/Asian
- Other

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi

Black or Black British

- Caribbean
- African

Disability Status	
Do you consider that you have a physical or mental impairment which has a substantial impact on your ability to carry out normal day to day activities and which has lasted or is likely to last at least 12 months?	
YES <input type="checkbox"/>	NO

Occupational health questionnaire

Are there any restrictions on the type of work you can undertake?			Details
Will you require any special facilities or adaptations to the work environment?			
Do you have any allergies/reactions or food intolerances?			
Are you taking any medication for any condition we should be aware of?			
Do you suffer from any reoccurring medical problem or illness?			
Health and Safety reasons, are you pregnant or recently given birth?			
Have you been admitted to hospital for a serious illness or operation in the last 3? Years?			
Are all your immunisations and boosters up to date?			

Please provide your GP name and address	
Tel number	
Please provide name and address of who to contact in an emergency at work	
Relationship to you	
Telephone number (s)	
Mobile	
e-mail	

In signing the questionnaire, you confirm that all information you have provided is true and accurate. In the event of being employed if it subsequently shown that relevant medical information has not been disclosed by you, or has been mis-leading or false, then your employment may be terminated in line with the formal disciplinary procedure.

In the event in being employed it is imperative to notify your line Manager should there be any changes in your health from the date of signing this questionnaire to commencement of employment. If further information is required from your GP or other health professional, your written consent will be required first.

Sign		Date	
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Safeguarding Statement
 Step by Step homes Ltd is committed to safeguarding those in our care; all employees are required to obtain an enhanced DBS disclosure and follow safeguarding policy and procedures.

Safeguarding Children
 The position you have applied for is covered by the 'disqualification from Caring for Children (England) Regulations 2002'. You are to complete these details before you can be considered for a position

Has a child of yours at any time been the subject of a care order?			Details
Has an order been made at any time for the purpose of removing a child from your care or preventing a child living with you?			
Have you ever been concerned with a young person's home that has been removed from the register?			
Has an application by you to register a young person's home ever been refused?			
Have you ever been prohibited from being a private fosterer?			
Have you ever been refused registration to be a child-minder or provider of care, or had your registration as either of these cancelled?			
Have you ever been subject to a disciplinary or dismissed from any previous employment?			

Thank you for providing the information about yourself, your application will be reviewed by one of our team and we will be back to you within 24 hours to update you on your application.
If you need further assistance, please feel free to contact us on:

Tel: 07732387729
 E: hr@stepbystepsupport.co.uk