

## **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:

1. Personal Deta	1. Personal Details – Please complete all sections					
Title	Forenames		Surname	Previous/other names	Date of Birth	
NI Number	Telephone Hom	ne	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			Do you have any			
you required to work?			holidays booked?			
			Please provide dates?			
Do you hold a full			Please note any			
current driving			endorsements			
license?						
			1			

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	

		r	
Name of	Date From	Date To	
School/College/University/			
Course and Location			
2.Career History			
Name of Employer and Address	Dates From	Dates To	Duties
Position and Salary	Reason for le	aving:	
· ••••••••••••••••••••••••••••••••••••			
Notos offica usa anlu			
Notes – office use only			
Name of Employer and Address	Dates	Dates To	Duties
Name of Employer and Address		Dates IU	
	From		
Notes – office use only			

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

**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.

Interests/Hobbies	which may be relevant	
2.0.4		
	Provide reference details of all employment rrent/recent employer. All references will be	t that involved working with children or vulnerable adults; <u>one</u> be verbally verified
Current Employer		Address
Name of referee	Т	Telephone No.
e-mail	I	
In what capacity		
did you know them Previous Employer		Address
Frevious Employer	~	Address
Name of referee	Т	Telephone No.
e-mail		
Previous employer	Α	Address
Name of referee		
e-mail	Т	Telephone No.
In what capacity		· · · · · · · · · · · · · · · · · · ·
did you know them		

Previous Employer /Character	Address	
Name of referee		
Email	Telephone number	
In what capacity did you know them		
Notes – office use only		

#### Declaration

I declare that all details given here are true and accurate. I accept that any omission or false statement may result in my application to be unsuccessful or dismissal if appointed. I authorise Step by step homes limited to approach any personal referees, former employers, government agencies named to verify the information given and I authorise such individuals or agencies to provide the information requested. I authorise Step by Step homes Limited to process the data in accordance with the current Data Protection legislation.

I acknowledge that an employment offer made by Step by Step Homes Limited is subject to the receipt of satisfactory references and checks by the company.

Signed

Date

#### 4. Further Declaration

Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1975 (Exemptions) Order 1975 Applicants are therefore not entitled to withhold information about convictions, including those for which other purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Step by Step Homes Limited					
I have something to declare	I have nothing to declare				
Please write on a separate sheet of paper, place	ce in an envelope, clearly labelled with your name and attach to this application				
Successful applicants will be required to apply check-applicant-criminal-record	for a Disclosure from the DBS Bureau. Further information can be found from <u>www.gov.uk/dbs-</u>				
Data Protection Statement					
	form is necessary and relevant to the performance of the job applied for. We				

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of [insert lawful basis] to process the information provided by you in this form.

gathered at t		subsequently used fo	r the administrat	further information which will be ion of your employment and in relation es.	
Signed			Date		
The Care Hor principle that		ed equally, regardless	of their gender,	ial employees, and embraces the ethnic origin, nationality, colour, religion, ackground.	
Step by Ste discriminatio sexual orient would be ver not used in t	<b>Equal Opportunities Monitoring</b> 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 – S	ex				
Gender Identity	(i.e. Male, Female, Non-Binar	y or prefer not to say ) Plea	ise specify below:		
Section Two - Marital Status					
Single  Married Divorced Separated Living with Partner Section 3 - Ethnic Group					
Section 5 - Ethin					
White British Irish Other Chinese	Mixed White/Black Caribbean White/Black African White/Asian Other	Asian or Asian British <ul> <li>Indian</li> <li>Pakistani</li> <li>Bangladeshi</li> </ul>	Black or Caribbe Africa		

#### **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 🗌

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	

# 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 foster?		
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