

Thank you for your interest in applying for a role at Daneswood, a home for young adults with severe and multiple learning difficulties.

Please complete all sections of this application form. Once completed, please send the form in an envelope marked PRIVATE & CONFIDENTIAL, FAO John Rossiter to:

**Daneswood Care Home**

**Cuck Hill**

**Shipham, Nr. Winscombe**

**Somerset**

**BS25 1RD**

or, alternatively, e-mail your application form to admin@daneswood.org

You may include a CV and/or covering letter if you wish but all applications must include a completed and signed application form.

Daneswood Care Home

Application Form

|  |  |
| --- | --- |
| Role applied for: |  |

***1. Personal Information***

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Forenames: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of birth: |  |  |  |  |  |  |  |  | NI number: |  |
|  | D | D | M | M | Y | Y | Y | Y |  |  |

|  |  |
| --- | --- |
| Address: |  Postcode: |

|  |  |  |  |
| --- | --- | --- | --- |
| Tel (home): |  | Tel (work): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Mobile: |  | E-mail: |  |

 How long have you lived at this address? .

***2. Education (please continue on a separate sheet if necessary)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Last school attended** | **Dates (month/year)** | **Achievements and Awarding Bodies** | **Grade** |
|  |  |  |  |  |
| **Further Education**  |  **Dates (month/year)** | **Achievements and Awarding Bodies** | **Grade** |
|  |  |  |  |  |

***3. Previous Employment (please continue on a separate sheet if necessary)***

|  |  |  |  |
| --- | --- | --- | --- |
| Present/last employer: |  | Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
|  | Date started: |  |
|  |  |  |
|  | Date left: |  |
|  |  |  |  |
| Tel. number: |  | Finishing pay: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Duties:  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for leaving: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous employer: |  | Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
|  | Date started: |  |
|  |  |  |
|  | Date left: |  |
|  |  |  |  |
| Tel. number: |  | Finishing pay: |  |

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| --- | --- | --- | --- |
| Duties:  |  |  |  |

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| --- | --- | --- | --- |
| Reason for leaving: |  |  |  |

***3. Previous Employment (cont’d.)***

|  |  |  |  |
| --- | --- | --- | --- |
| Previous employer: |  | Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
|  | Date started: |  |
|  |  |  |
|  | Date left: |  |
|  |  |  |  |
| Tel. number: |  | Finishing pay: |  |

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| --- | --- | --- | --- |
| Duties:  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for leaving: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous employer: |  | Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
|  | Date started: |  |
|  |  |  |
|  | Date left: |  |
|  |  |  |  |
| Tel. number: |  | Finishing pay: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Duties:  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for leaving: |  |  |  |

***4. Periods when Not Employed***

Please give details of unemployed periods/gaps in employment and the reasons for them.

|  |  |  |
| --- | --- | --- |
| **Start date** | **Finish date** | **Reason** |
|  |  |  |

***5. Personal Statement***

|  |
| --- |
| Statement of personal qualities and experience which are relevant to your suitability for the advertised post and how you meet the person specification. Please continue on a separate sheet if necessary: |

***6. Additional Information***

Have you ever been convicted of a criminal act? Yes No

(This employment is not covered by the Rehabilitation of Offenders

Act and **all** convictions, cautions and bind overs must be disclosed and attached in a sealed envelope)

Are you lawfully able to work in the UK? Yes No

Do you have a current driving licence? Yes No

If yes, do you have any penalty points? Yes No

|  |  |
| --- | --- |
| If yes, please specify: |  |

Do you speak or read a foreign language? Yes No

|  |  |
| --- | --- |
| If yes, please specify: |  |

Do you have computer/ICT skills? Yes No

|  |  |
| --- | --- |
| If yes, please specify: |  |

Please specify any community or volunteer experience:

|  |
| --- |
|  |

Where did you see or hear this job advertised? If a current Daneswood employee recommended you for the post you are applying for, please state their name:

|  |
| --- |
|  |

***7. Work/personal referees***

Please give the name and contact details of two references who Daneswood can contact for an employment reference. The first reference should be your current or most recent employer and the second can be a previous employer or someone who can give a character reference.

By giving these details, you consent for Daneswood to contact the nominated individuals or organisations for the purposes to confirming employment periods and assessing suitability.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Occupation: |  | Occupation: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tel. no: |  | Tel. no: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail Address: |  | E-mail Address: |  |

***8. Monitoring***

Please tick all the relevant boxes. This information is used for monitoring only and for no other purpose. It will be treated as confidential.

It is Daneswood’s policy to employ the best-qualified personnel and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability, etc.

 Male Female

**Ethnic Group**

African Afro-Caribbean Asian UK/European

Continental European Other (please specify)

Do you consider yourself to have a disability? Yes No

|  |
| --- |
| If Yes, please provide details including if any adjustments will be required for your interview: |

***9. Declarations***

I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started and possible referral to the police.

I have not been disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory body, e.g. Care Quality Commission, and have no convictions, cautions or bind overs.

I have attached details of my record referred to in Section 6 above in a sealed envelope marked ‘Confidential’.

Daneswood is authorised to obtain references to support this application. I release Daneswood and referees from any liability caused by giving and receiving information.

I agree that the organisation may use the information contained on this form for the purpose of processing my job application, for ethnic and gender monitoring and for any other legitimate purpose of the business.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

|  |
| --- |
| For office use only: |