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**Job application form**

Haven Care Group Ltd. is committed to the safeguarding and promotion of the welfare of all children and young people.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form. **N.B. CV’s will not be accepted**.

# Job details

|  |  |
| --- | --- |
| Position Applied For |  |
| Please indicate preferred working arrangements: | Full time / part time / job share  |
| Location |  |
| Closing date for application |  |
| Refer a Friend |  |

# Personal details

|  |  |
| --- | --- |
| Surname |  |
| First names |  |
| Title (select as appropriate) | Mr / Mrs / Miss / Ms / Other  |
| Previous Names (If any)  |  |
| Previous names known by please provide dates for:  |  |
|

|  |
| --- |
| **Current Home Address** (Please provide full address including postcode and dates)*How long at this address? (Years & Months):*  |

|  |
| --- |
| **Previous full address history** required if your current address is less than five (5) years. *(Please use a separate sheet if required)* |

 |
| Email address |  |
| Daytime telephone number |  |
| Mobile number  |  |
| Date of Birth  |  |
| Place of Birth |  |
| National Insurance Number  |  |
| Do you require a work permit? |  YES NO  |
| What is your DBS number? |  |

# Education and qualifications

|  |
| --- |
| From age 11 onwards, and please state whether full (F) or part (P) time |
| **Name of School, College, University etc** | **From / To** | **F/P** | **Subjects studied****(with grades and year taken)** |
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# Training *(please provide a list of relevant training/diploma i.e. Level 3, Level 4 in Residential Childcare)*

|  |
| --- |
| This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.(*Please continue on a separate sheet if necessary*) |
| **Course Title** | **Organisation** | **From / To** |
|  |  |  |
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|  |  |  |
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# Membership of Professional Institutes

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| --- |
| Please indicate whether membership is by examination. |
| **Institute** | **Level of membership** | **Year of Award** |
|  |  |  |
|  |  |  |

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# Driving Licence

Roles based within our Residential Children’s Homes often require the regular use of a company vehicle to safely transport our young people to and from school, appointments, or activities within the local and wider community. If you hold a full UK Driving License, please ensure to complete the below section thoroughly. Your assistance will also be required to obtain a DVLA License Share Code. Please do this by visiting the following website: <https://www.gov.uk/view-driving-licence>

|  |  |
| --- | --- |
| Do you hold a full UK Driving Licence? (select as applicable) | Yes / No  |
| If YES, please state the type of licence you hold *(automatic or manual)* |  |
| If YES, please obtain a License Share Code via the website detailed above and include your Share Code here: |  |

# Why are you applying for this job?

|  |
| --- |
| Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary). |

#

# References

Please provide three references. One must be your present or last employer (where applicable) and another second employer. If you have not been employed previously, please provide academic and character references.

**A final job offer will not be confirmed without at least 2 satisfactory references.**

|  |
| --- |
| **Present/last employer** |
| Company Name  |  |
| Company Full Address  |  |
| Name & position of referee |  |
| Work Contact Number |  |
| Work Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes / No  |
| **Second Employer** |
| Company Name  |  |
| Company Full address  |  |
| Name & position of referee |  |
| Work Contact Number |  |
| Work Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes / No  |
| **Personal/Character Referee or course tutor (if applicable)** |
| Name and position of referee  |  |
| Address |  |
| Tel No: |  |
| Occupation |  |
| Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes / No  |

**Warnings and Disciplinary Issues**

|  |  |
| --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? | Yes / No  |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | Yes / No  |
| **If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.**  |
| I have attached details requested  | Yes / No  |

# Attendance

Please give the number of days and reason for any sickness/absence days taken during the last 12 months.

|  |  |
| --- | --- |
| **Number of days:** | **Reason(s):** |
|  |   |
|  |  |
|  |  |

# Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. All appointments are subject to an enhanced DBS check. N.B. Declaration of convictions will not necessarily bar you from employment.

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence?(select as applicable) | Yes / No  |
| Are there any alleged offences outstanding against you? | Yes / No  |
| If YES to any of the above, please give details in a sealed envelope marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |

**Declaration of Interests**

|  |  |
| --- | --- |
| Do you have any relationships with any person employed by or connected with Haven Care Group.? | Yes / No  |
| If YES, please give full details (stating department and job title): |

# Disclaimer Form

The Disqualification for Caring for Children Regulations 2002 applies to anyone employed in a registered or voluntary children’s home.

The Regulations set out grounds for disqualification from caring for children.

These fall into three main areas:

1. Where a child of the individual has at any time been the subject of a care or similar order, or where an order has been made with the purpose of removing a child from the individual’s care or preventing the child from living with him/her.

2. Where the person has been convicted of an offence specified in Schedule 1 of The Children and Young Persons Act or one involving injury or threat of injury to another person.

3. Where:

* The person has been concerned with a voluntary or registered children’s home which has been

 removed from the register; or

* An application by the person for registration of a voluntary or registered children’s home has been

 refused; or

* The person has been prohibited from being a private foster parent, or the person has been refused

 registration to be a childminder or provider of daycare, or had his/her registration cancelled.

I have read and understood the above and declare that I am not disqualified from caring for children under The Disqualification for Caring for Children’s Regulations 2002.

**Name: *(please print)****.*…………………………………………………………………………………….…………

**Signed:**………………………………………….……………………

**Date:**……………………………………

# Declaration

|  |
| --- |
| I declare that the information provided on this application form, the disclaimer form and the accompanying employment history are true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. |
| Signed: |  |
| Date |  |
| Print name |  |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent🡪 |  |
| DPA logo **Data Protection Act 2018**Haven Care Group will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept either electronically and in hard copy or both. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. |

# How to return your form

Please send your completed application formto**:**

**Haven Care Group**

Suite 6 Barberry Court, Centrum One Hundred, Burton On Trent, Staffordshire,  DE14 2UE.

Completed forms can be emailed to recruitment@havencaregroup.co.uk

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006. In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope.

Please note if we do not contact you within 4/6 weeks of the published closing date (or in the absence of a closing date, within 4/6 weeks of the date on which you submitted your application), then you have not been short listed for an interview. All applicants’ details are kept on file for 6 months.

In the meantime, may we take this opportunity to thank you for your application and your interest in Haven Care group.

## Disability Guidance

Where an applicant has a disability, and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Disability Discrimination Act 2005 says that a person is disabled if they have a mental or physical impairment or long-term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled, please let us know. We would appreciate advice on help we can give to enable you to attend or participate in the interview. At the interview, you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Disability Discrimination Act? (select as applicable) | Yes / No  |
| If YES, please describe your disability. |
| If you need any assistance to attend or participate in the interview, please give details. |
| Are there any other health concerns, you would like to disclose? | Yes / No  |
| If YES, please describe your health concern and if you need any assistance to attend or participate in the interview. |

**CONSENT FORM**

Reference consent and pre-employment inquiry

I hereby authorise Haven Care Group to verify all the information I have provided, to obtain and disclose all personal information and to perform all other enquiries relevant to determining my suitability of employment. This verification may be performed by phone or in writing, notably but not exclusively, before personal information agents, former employers, associations, current employers, public agencies or any other source provided as reference. I also authorise Haven Care Group to verify my criminal record as needed.

I certify that all information provided on my curriculum vitae, during interview and in this form is true and complete to my best of knowledge. I understand and agree that any omission and false misleading statement my result in the rejection of my application or, if appointed, my dismissal.

|  |  |
| --- | --- |
| Name: |  |
| Address  |  |
| Contact number  |  |

Signature …………………………………….…… Date: …………………………….……

 **Privacy Notice - Recruitment**

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the organisation collect?**

The organisation collects a range of information about you.

* your name, address and contact details, including email address and telephone number.
* identification documentation, which may include a photograph.
* details of your qualifications, skills, experience and employment history.
* information about your current level of remuneration, including benefit entitlements.
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering a contract with you. It may also need to process your data to enter a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

To ensure that safe recruitment procedures are fully adhered to;

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

OR

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the UK.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for the duration of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further time for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have several rights. You can:

* access and obtain a copy of your data on request.
* require the organisation to change incorrect or incomplete data.
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact HR.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.