

Application for Employment

**ID Residential – The Grange**

**Please complete all sections.**

This post is subject to a satisfactory enhanced Disclosure & Barring System check, which will disclose all cautions, reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. We guarantee that the information you provide be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

Information provided on the equal opportunities monitoring form is for monitoring purposes. ID Residential is an equal opportunities employer.

Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

Please return the application to [robertmedcalf@idresidential.org.uk](mailto:robertmedcalf@idresidentail.org.uk) or post to ID Residential, 3-5 Brenkley Way, Blezard Business Park, Ne13 6DS

**Name of Applicant…………………………………………………………………….**

**Post Applied For……………………………………………………………………….**

**Date of Application…………………………………………………………………….**

For Office Use Only

|  |  |
| --- | --- |
| Short Listed | Yes / No |
| Interview for letter sent | Yes / No |
| Interview date |  |
| Fully Completed/ Date gaps? |  |
|  |  |

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| --- | --- |
| PERSONAL DETAILS | |
| First Name |  |
| Surname |  |
| Address & Postcode | …………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………. |
| Date of Birth |  |
| National Insurance Number |  |
| Telephone Number |  |
| Mobile Number |  |
| E- mail address |  |
| Car Driver |  |

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| --- | --- | --- | --- |
| EDUCATION | | | |
| School/College (Name & Address) | Subject/Course/Qualification | From: Mth/Year | To: Mth/Year |
|  |  |  |  |
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| --- | --- | --- | --- |
| FURTHER TRAINING / COURSES / DAYS | | | |
| Establishment / Provider (Name & Address) | Course Title | Duration | Date Achieved |
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| EMPLOYMENT HISTORY | | | | | |
| Detail all employment since secondary education, starting with the most recent and include any gaps or voluntary / unpaid work. | | | | | |
| Employers Name & Address | Position Held | | From - To: Mth/Year | Leaving Salary | Reason for leaving |
|  |  | |  |  |  |
| Brief description of duties undertaken: | | | | | |
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| REFERENCES | | | | | |
| **Minimum 2** references required, one of whom **MUST** be your current or most recent employer | | | | | |
| Name: | | Position: | | | |
| Organisation & Address: | | Telephone:  Email: | | | |
| Name: | | Position: | | | |
| Organisation & Address: | | Telephone:  Email: | | | |
| Name: | | Position: | | | |
| Organisation & Address: | | Telephone:  Email: | | | |

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| Please outline the skills, knowledge and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job. (see person specification). |
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| Please use this space to give any other information you feel is necessary to support your application including your reasons for applying to **ID Residential** |
|  |
| Are you related to or in a relationship with any existing employees of ID Residential?  Are you a smoker?  Are you happy to work in a home where there are domestic pets? |

|  |  |
| --- | --- |
| **General Information**  **NOTES:** To ensure a fair and effective selection procedure, applicants will only be accepted on official application forms. Please do not submit a CV. Please read all of these notes before completing this application. Applications will only be considered from candidates who meet the essential criteria outlined in the Person Specification. Please relate your application to the job details that have been provided.  **Equal Opportunities Policy:** ID Residential is working to be an equal opportunities employer. We will take a range of measurements to achieve this aim. In accordance with current legislation, we aim to ensure that no job applicant will be treated unfavourably on the grounds of sex, marital status, disability, race, colour, ethnic or national origin. We also aim to ensure that no job applicant is treated unfavourably on the grounds of religion, sexuality class, income, caring responsibility, age, home locality or any other factor that can form the basis of discriminatory behaviour.  **Complaints:** Applicants for posts with ID Residential have the right to complain if they consider that they have been unlawfully discriminated against during the selection process, on the grounds of sex, race, marital status or disability. Any complaint must be made in writing to Director, ID Residential, 3-5 Brenkley Way, Newcastle upon Tyne, NE13 6DS.  **Data Protection Statement:** The information provided on this form will be used by ID Residential for recruitment monitoring records and for personal records in respect of successful candidates.  **No Smoking Policy:** A No Smoking policy operates in all ID Residential buildings. | |
|  | |
| If you are unsuccessful in your interview and happy that we hold your application and interview notes for 6 months in line with the discrimination Act please tick this box.  If you do not wish us to keep your application, then please leave it blank and it will be shredded in line with GDPR.  If you are successful, your documents will be transferred to your personnel file and retained for 6 years following the last day of employment. | |
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| **Sign and date the declarations and authorisation below:**  I declare that the information given by me, to the best of my knowledge, is true and complete.  I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.  If I am successful, I understand that should ID require further information and wish to contact my doctor with a view to obtaining a medical report, the law requires ID to inform me of their intention and obtain my permission prior to contacting my doctor.  I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personal file during my employment and for up to 6 years thereafter and understand that information will be processed in accordance with GDPR.  In accordance with the Data Protection Act 1998, I hereby authorise ID Residential to process the information contained in this application form for recruitment and selection purposes. | |
| Name (Block capitals) |  |
| Date |  |
| Signed |  |

**IT IS ESSENTIAL THAT YOU COMPLETE THIS SECTION** – This page will be kept separate from your application form. This information is kept confidential.

It is ID Residentials policy to ask applicants who are called to interview for all posts to declare any criminal convictions they may have and agree to an enhanced DBS check. You are asked below to give details of any convictions. Failure to disclose such information, or failure to agree to an enhanced DBS check, will disqualify you from consideration, or in the event of your appointment, make you liable for dismissal without notice. The disclosure of a conviction(s) will not necessarily disqualify you from consideration.

Any information given will be treated in the strictest confidence and used only in the consideration of your application. A DBS check will only be requested if, after the full selection procedure including an interview, an offer of appointment to you is being considered. This

Making a false statement or any attempt to conceal information regarding this declaration may lead to the rejection of your application for employment with ID.

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| --- | --- |
| Have you ever been convicted of a criminal offence (including Drink Driving offences) or been the subject of a caution or bind-over order? | YES/NO |

|  |
| --- |
| If YES, please state the nature of the offence(s) and the date(s) in the space given below.  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………… |

I certify to the best of my knowledge the information I have given on this form is correct.

SIGNED ………………………………………… DATE………………….

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| EQUAL OPPORTUNITIES MONITORING FORM |

The information given below is used only to measure the effectiveness of our Equal Opportunities Policy, and will not be taken into account in the selection process: Please provide details about yourself by ticking the appropriate boxes.

MALE FEMALE

**ETHNIC ORIGIN: How would you describe your ethnic background?**

Please tick one of the boxes below choosing the category which you think best describes your ethnic origin. Please note that we are asking about the broad ethnic group you are in and not about your nationality, place of birth or citizenship. United Kingdom citizens can belong to any of these categories shown.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White:** |  | **Black or black British:** | |  |
| British |  | Caribbean | |  |
| Irish |  | African | |  |
| Any other white background |  | Any other black background | |  |
|  |  |  | |  |
| **Asian or Asian British:** |  | **Mixed:** | |  |
| Indian |  | White and black Caribbean | |  |
| Pakistani |  | White and black African | |  |
| Bangladeshi |  | White and Asian | |  |
| Any other Asian background |  | Any other mixed background | |  |
|  |  |  | |  |
| **Chinese or other ethnic group:** |  | **Any other ethnic group** | |  |
| Chinese |  | Please say which |  | |
|  |  |  |  | |

**Relationship status**

|  |  |  |  |
| --- | --- | --- | --- |
| Divorced or my civil partnership has ended |  | Single |  |
| Married or in a civil partnership |  | Prefer not to say |  |
| Widow or widower |  |  |  |

**How would you describe your sexual orientation?**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Gay man |  |
| Gay woman or lesbian |  | Heterosexual |  |
| Prefer not to say |  | Transgender |  |
|  |  |  |  |

**How would you describe your religion and belief?**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Christian |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| Other |  | No religion |  |
| Prefer not so say |  |  |  |

Do you need a visa to remain in the UK? (If applicable) Yes / No