



## DIRECT CARE and SUPPORT SERVICES

### APPLICATION FOR EMPLOYMENT – CONFIDENTIAL

We are committed to a policy of equality of opportunity. Applications will be considered solely on merit, irrespective of age, gender, colour, race, disability, marital status, religion, beliefs, sexual orientation or ethnic or national origin.

If you require assistance completing this application form, or require it in another format or language, please contact us.

Post applied for

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Based at:

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Closing date:

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It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview.

**Please complete in full in BLACK INK or type**

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First and Other Names: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail Address \_\_\_\_\_ Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

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Please state how this vacancy came to your notice:

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### DECLARATION

I hereby declare that the information given throughout this application is correct to the best of my knowledge. I understand that providing information that is later found to be incorrect may render an offer of employment invalid and may lead to the termination of my employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

No.

**CURRENT OR MOST RECENT EMPLOYMENT**

Employer's Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Current or most recent salary: \_\_\_\_\_

Line Manager's Name: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Are you still employed: Yes  No

If **no**, give date and reason for leaving: \_\_\_\_\_

Notice period: \_\_\_\_\_

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**If you have a disability which you would like us to know about, please give details**

(The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities). We view disability positively and will interview all disabled applicants who meet the essential criteria of the post, providing we are informed of the disability in this section of the recruitment form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Are you related to a member of this company's staff or committee?

Yes  No

If **yes**, please give details (this is a legal requirement)

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**REFEREES**

Please give names and addresses of two employers to whom references can be requested upon offer of employment, one of which must be your current and most recent employer.

**Referee 1**

Company Name: \_\_\_\_\_

Line Manager's name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Referee 2**

Company Name: \_\_\_\_\_

Line Manager's name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail Address \_\_\_\_\_

If you do not wish your referees to be approached before interview please put a cross in the small box. If you are unable to provide two employment references, then you may include an education or personal reference.

**FULL EMPLOYMENT HISTORY**

Please account for **all** gaps in employment history since leaving full time education.

Dates		Name & Address of Employer	Position Held	Salary Paid	Reason for Leaving
From	To				

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The Company reserves the right to approach any previous employer

**EDUCATION, QUALIFICATIONS AND TRAINING**

No.

General/Further/Higher

Details of relevant qualifications, membership of professional Qualifications commencing with your current or most recent (including grades where applicable).

Dates		Qualification	Grade

**DETAILS OF RELEVANT COURSES ATTENDED AND ANY OTHER RELEVANT TRAINING EXPERIENCE**

Dates		Course Name
From	To	

**MISCELLANEOUS**

Do you hold a full current driving licence?                      Yes                      No

Do you have the use of a car?    Yes                      No

If appointed, will this be your only employment?                      Yes                      No

If no, give details of other roles and hours worked:

\_\_\_\_\_

Are you eligible to work in the UK?                       Yes                       No

*Evidence of your right to work in the UK will be required at interview stage*

**RELEVANT EXPERIENCE AND SKILLS**

Short listing and selection will be based on the details set out in the Person Specification.

Please indicate how you satisfy each aspect of the Person Specification, drawing on your personal and work experience, education, training and interests, continuing on a separate sheet if necessary.

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## REHABILITATION OF OFFENDERS ACT 1974 (DECLARATION OF CRIMINAL CONVICTIONS)

Have you ever been cautioned or convicted of a criminal offence? \_\_\_\_\_  
Have you ever been disqualified from working with children or vulnerable adults? \_\_\_\_\_  
If you have answered Yes to the above please give details.

Rehabilitation of Offenders Act 1974 – If the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced Disclosure from the Criminal Records Bureau and need to have information from you regarding any previous, existing or pending convictions or cautions. The advert and job description will state whether or not the job is exempt from the rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered as “spent”. If you fail to disclose any criminal convictions or cautions, including those spent, it could result in withdrawal of any job offer made, dismissal or disciplinary action by the company. You may be asked to provide details to the panel if selected for interview. Possession of a conviction or caution will not necessarily mean that you won’t be appointed, each case is considered on its merits.

### **DATA PROTECTION**

The Data Protection Act 1998 (‘the Act’) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provided in this application form and any other information obtained or provided during the course of your application (‘the information’) will be used solely for the purpose of assessing your application.

If your application is unsuccessful, or you choose not to accept any offer of employment we make, the information will not be held for longer than 9 months, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring.

If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment.

So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly we would be grateful if you would sign the consent form below.

I consent to the use of my personal information for the purposes and on the terms set out above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

When you have completed this application, please return to : Direct care and support services  
20 Fairway  
Carshalton  
SM5 4HP

Or email to: [contact@dcss24.co.uk](mailto:contact@dcss24.co.uk)

## EQUAL OPPORTUNITIES MONITORING ASSESSMENT FORM

The Company is committed to a more detailed monitoring of the composition of its employees. This will help to ensure that the Company continues to employ a fully diverse workforce. To ensure our records are as accurate as possible, please could you complete this form. This part of the form will be detached before short listing commences.

**GENDER**

Female

Male

**MARITAL STATUS**

Single

Married or remarried

Separated or Divorced

Widowed





**AGE** Under 20

20-29

30-39

40-49

50-59

60 & Over

**DISABILITY**

Yes

No

**COUNTRY OF BIRTH**

Born in UK

Born elsewhere in EU

Born outside EU

**ETHNIC ORIGIN**

How would you describe your ethnic origin?

**A White**

British

Irish

Other

**B Mixed**

White & Black  
Caribbean

White & Black  
African

White &  
Asian

Other

**C Asian or  
Asian British**

Indian

Pakistani

Bangladeshi

Other

**D Black or Black  
British**

Caribbean

African

Other

**E Chinese or other  
ethnic group**

Chinese

Other

**F Not Stated**

**RELIGION**

None

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other Religion

Not Stated

Name

\_\_\_\_\_ (Please print)

Post applying for Location

\_\_\_\_\_

Close Date

\_\_\_\_\_