



Please ensure that you complete the application form in full as we cannot accept CVs. Please complete **electronically or if printed** with black ink & block capitals. This form will be kept in confidence.

If you have any special requirements to support, you to complete this form (e.g., the need for large print or additional time) please contact the Registered Manager on hr@jah-jireh.org.

Position Applied for

Location

Work Preference: Full time **Part time** **Bank** : **Hours?**

I understand this role may include Shift work, Unsociable Hours, Lone working involved. Yes No
(Please **tick** your availability below)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>
PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>
Nights <input type="checkbox"/>	Nights <input type="checkbox"/>	Nights <input type="checkbox"/>	Nights <input type="checkbox"/>	Nights <input type="checkbox"/>	Nights <input type="checkbox"/>	Nights <input type="checkbox"/>

Personal Details

Forename	Surname	Middle names	Maiden Name	Previous names
Marital Status	Gender	Place of Birth	Nationality	NI Number
Telephone number	Mobile Number	Are you baptized as one of Jehovah's Witnesses?	If so, date of baptism.	Current Congregation?

Email Address:

Are you a Driver: Yes **No**

Own Transport? Yes **No** **N/A**

How long have you had a licence?

Any Endorsements: Yes **No**



<p>Are you a United Kingdom (UK) National? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>* If no, please detail your current immigration status and the relevant visa currently held (including Visa number)</p>	<p>Do you already have right to work? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes we will need to check this. Please provide your right to work access code, your name on the certificate and date of birth if you are happy to provide this please do so.</p>
---	--

Are you related to any of our current members of staff or Service Users? Yes No

Equality Act 2010 Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a “substantial” & “long term adverse effect” on your ability to carry out normal day-to-day activities. Further information regarding the definition of disability can be found at: www.gov.uk/definition-of-disability-under-equality-act-2010.

For the purposes of this application & interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process?

1.Current Address: From

Address:

Post Code:

Note: For DBS purposes please supply all other address in the last 5 years.

2. Previous Address: From

To:

Address:

Post Code:

3. Previous Address: From

To:

Address:

Post Code:

4. Previous Address: From

To:

Address:

Post Code:

5. Previous Address: From

To:

Address:

Post Code:



Education* (All qualifications will be subject to a satisfactory check).

School/College/University	Date From:	Date To:	Examinations, Qualifications*

Professional Memberships / Registrations

Name of Organization	Registration Number	Renewal Date	Details



Training Courses attended or completing (evidence of attending courses is required)

Subject	Location	Completion Date	Details



Employment History

Please record below the details of your **full employment history** beginning with your current or most recent first. Any gaps must be explained. Use a separate attached sheet if required; please sign the sheet(s).

Current / Most recent employer

Start date:

End date:

Job role:

Pay Rate/Salary:

Employer Name:

Contact name:

Duties:

Reason for Leaving:

Address:

Post code:

Email Address:

Phone Number:

Employment History

Start date:

End date:

Job role:

Pay Rate/Salary:

Employer Name:

Contact name:

Duties:

Reason for Leaving:

Address:

Post code:

Email Address:

Phone Number:

Employment History

Start date:

End date:

Job role:

Pay Rate/Salary:

Employer Name:

Contact name:

Duties:

Reason for Leaving:

Address:

Post code:

Email Address:

Phone Number:



Employment History

Start date:

End date:

Job role:

Pay Rate/Salary:

Employer Name:

Contact name:

Duties:

Reason for Leaving:

Address:

Post code:

Email Address:

Phone Number:

Employment History

Start date:

End date:

Job role:

Pay Rate/Salary:

Employer Name:

Contact name:

Duties:

Reason for Leaving:

Address:

Post code:

Email Address:

Phone Number:

Employment History

Start date:

End date:

Job role:

Pay Rate/Salary:

Employer Name:

Contact name:

Duties:

Reason for Leaving:

Address:

Post code:

Email Address:

Phone Number:



References

References: Please provide names, addresses, telephone numbers & email addresses for referees below who we may approach for a reference. You must provide references from your two most recent employers. In line with CQC requirements we require references covering your last five years employment. If you have not had more than one employer in the last five years, we require a further reference. Please provide two-character references if you are unable to obtain two professional references, e.g., in the case of an applicant who has been raising children for ten years. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

Referee one

Contact Name: Business Name:
Address:
Post Code:
Telephone: Email:
Capacity in which Known:

Referee two

Contact Name: Business Name:
Address:
Post Code:
Telephone: Email:
Capacity in which Known:

Referee three

Contact Name: Business Name:
Address:
Post Code:
Telephone: Email:
Capacity in which Known:

Referee four

Contact Name: Business Name:
Address:
Post Code:
Telephone: Email:
Capacity in which Known:

Contact Name: Business Name:
Address:
Post Code:
Telephone: Email:
Capacity in which Known:



Supporting Statement

Please add here your reasons for applying. You should refer to the job description and person specification to guide you. It would also be of value to describe particular strengths and talents that set you apart from others as well as including skills gained from work, home and other activities.



Values Based Screening Questions

This should be completed before attending any interview. It will be discussed as part of the interview process.

If I was a Service User, I would like:

I believe that the Service User's family and Relatives would like the following:

I believe that I can support a Service User because:

As a member of the team, I would feel valued when:

I believe that a good relationship between me and the Service User depends upon:

I believe that I learn best when:



I believe that a good working team is made by:

I believe that my role in relation to the Service User is:

My other beliefs and values relevant to my job role are:

Safeguarding / Ex-Offenders Declaration:

Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest confidence.

The Rehabilitation of Offenders Act 1974 aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances

Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

Yes No

Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?

Yes No



Privacy statement

We will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you). When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles.

We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the Registered Manager and only used for the purposes of recruiting for this vacant post.

You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Registered Manager to discuss.

Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed. Where applicable, I consent that can seek clarification regarding professional registration details.

PRINT FULL NAME:

SIGNIATURE:.....

Date: