

*Application for Employment Form*

Janros Care Services Limited is committed to equality of opportunity.

*Registrations: Company registered in England & Wales No. 14185529*

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please complete in black ink or type.

**PART A – This part will be detached prior to shortlisting**

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| **Position applied for:**If you obtained this position, would you continue in any other employment? Yes  No  Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? Yes  No  (If yes please give further information)  Are you entitled to enter or remain in the UK and undertake the work in question? Yes  No |

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| **Personal details** Title: Choose an item. Forename(s): Click here to enter text.  Surname: Click here to enter text.  Home address: Click here to enter text.  Postcode: Click here to enter text.  Home telephone: Click here to enter text. Mobile: Click here to enter text.  Email: Click here to enter text. |

**Declaration under the Protection of Freedoms Act 2012**

The post for which you are applying is a ‘regulated activity’ within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a **criminal offence** for a ‘barred person’ to apply to work in a regulated activity. If you are a barred person you **must not** proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

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| **DECLARATION**  Are you a barred person? Answer “Yes” or “No” Choose an item.  Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g schools), with children or with protected adults?  Answer “Yes” or “No”Choose an item. If “Yes”, give full details  Click here to enter text.  Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance?  Answer “Yes” or “No” Choose an item.If “Yes”, give full details  Click here to enter text.  Surname Click here to enter text.  Forenames Click here to enter text.  Signed Date Click here to enter text.  Registration Number/PIN number (if applicable Click here to enter text. |

**Statement on the recruitment of ex-offenders**

**Introduction**

As an organisation using the Disclosure and Barring Service’s (DBS) checking service to assess applicants’ suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

**Policy**

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the HR Officer of the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and in the secure handling of “sensitive personal data”, e.g. DBS checks.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

***PART B***

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| Current or Most Recent Employer (If any) | Click here to enter text. |
| Job Title: | Click here to enter text. |
| Employer: | Click here to enter text. |
| Address: | Click here to enter text. |
| Post Code | Click here to enter text. |
| Telephone number: | Click here to enter text. |
| Reason for Leaving | Click here to enter text. |
| Current Salary | Click here to enter text. |
| Employment Dates (From: To) | Click here to enter text. |

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| ***Please give a brief description of your current duties and responsibilities***  Click here to enter text. |

***Past Employment – Include any gaps in employment history and give a brief explanation***

***(Boxes will expand when completed)***

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| **From** | **To** | **Employer** | **Job Title** | **Brief Description of duties** | **Reason for leaving** |
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***Education – Please start with secondary education***

***(Boxes will expand when completed***

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| **From Mth/Yr** | **To Mth/Yr** | **School/College/University** | **Qualification Obtained** | **Results/Grade** |
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***Training -*** *Please list any courses which you have undertaken*

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| --- | --- | --- | --- |
| **Date** | **Course Title** | **Awarding Body** | **Duration** |
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| **Please give a brief statement why you are applying for this position and the skills and abilities that you have that make you suitable for the role. (*Box will expand on typing*)** |

**References:** Your employment will be subject to 2 satisfactory references, so please give details of 2 referees, one of which MUST be your current or most recent employer. We will only contact referees once an offer of a position has been made

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| **Name:** Click here to enter text.  **Position:** Click here to enter text.  **Company:** Click here to enter text.  **Address:** Click here to enter text.  **Post Code:** Click here to enter text.  **Telephone:** Click here to enter text.  **Email:** Click here to enter text.  **Relationship to you:** Click here to enter text. | **Name:** Click here to enter text.  **Position:** Click here to enter text.  **Company:** Click here to enter text.  **Address:** Click here to enter text.  **Post Code:** Click here to enter text.  **Telephone:** Click here to enter text.  **Email:** Click here to enter text.  **Relationship to you:** Click here to enter text. |

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| **Privacy notice**  We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.  We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.  This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.  If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please get in touch with us at our official communication handles. |

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| ***Declaration***  I declare that the information submitted in this application is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed. I agree to Janros verifying the information given and understand all appointments are subject to satisfactory enhanced disclosure and references. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.  **Signed:** **Date:** |

*Return Address: info@janroscare.com*