

STAFF APPLICATION FORM (INFORMATION REQUIRED)

Due to the statutory and contractual requirements*, the following information must be supplied either on your application form or at the interview if invited. We are not lawfully permitted to employ anyone who cannot comply. If for any reason you have difficulties with any of the requirements please contact us as soon as possible. Copies will be made of the documents provided and kept with your application form, and the originals returned to you.

As part of our policy on resident involvement, some of your details on your application form will be shared with residents. Please ensure you don't write anything in the main section of the form that you do not wish residents to know.

INFORMATION REQUIRED ON THE APPLICATION FORM

RIGHT TO WORK IN THE UK

We are legally required to ensure that all potential employees have the right to work in the UK. However we do not wish to discriminate against people who are not from the UK/EU who it might be more difficult to prove eligibility.

- **If you are a UK/EU citizen** you will need to show either a UK/EU Passport or your full Birth Certificate (i.e. with your parents' names on it) and official proof of your National Insurance Number
- **If you are not a UK/EU citizen**, please make sure that you have the necessary work permit/right to work in the UK authorisation. Our understanding is that this position does not fall within the MAC Shortage Occupation Test and therefore Crossways may not be able to sponsor someone to get a work permit for this position. If you feel that this is incorrect, please make this clear on your application form and we will seek clarification.

EMPLOYMENT:

- Details of all previous and current employment must be listed*.
- Any gaps between employments of more than three weeks (except holidays) listed.
- Name, address and phone numbers of employers (at the employers' work address not home address)

REFEREES

- One of your referees **must** be your current or most recent employer. If you feel that your current or most recent employer might give an unfavourable report, please indicate this with an enclosed letter with your application.

CRIMINAL RECORDS (CRB) DISCLOSURE

To be employed in a residential care home/hostel, you will need to have a new Enhanced CRB Disclosure. Please see the relevant section in the enclosed booklet

If there are any gaps on the application form, we must return the form to you for completion.

PROOF OF IDENTITY – PLEASE READ THIS CAREFULLY

If you are successfully offered an interview, we will need to see the following documents. They must be original documents (which we will need to photocopy as proof that we have seen them):

- Current Passport
- Birth Certificate
- Current Driving Licence (if you have one)
- 2 Proofs of your address (such as a recent current utility bill/bank statement etc.)
- We will also need a current photograph of you, but we will arrange for this if you are employed.

If you have any difficulties with any of the above, please let us know.

*Section 8 Asylum & Immigration Act 1996.
KCC & Other Local Authority Contracts

The following are applicable to care home applicants only:

*Section 89(3) Care Standards Act 2000 (as amended)
Health and Social Care Act 2008 (Regulated Activities) Regulations 2009

This form will be photocopied for the interview panel. Please complete it in BLACK INK



Staff Application Form

Position Applied for:	
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First Name:		Surname	
Middle Names (even if not used)		Preferred Title	Mr/Mrs/Miss/Ms/Other.....

Employment Details: Current or Last Employment:

Employer's Name & Address					
Start Date	Month & Year	Are you still employed by them?	YES / NO	If NO: Date you left them:	Month & Year
Job title & Brief Job Description					
Reason(s) for leaving					
Salary	£..... per hour / month / year	How much notice do you need to give? Days / Weeks	Tick if <u>no</u> notice is Required	

Previous Employment: Please list in order **all previous employments**– You may use a **signed** CV to list previous employment:

Dates Employed		Name & Address of Employer	Job Title & Brief Details of Responsibilities	Reason(s) for Leaving
From	To			
Month & Year	Month & Year			
Month & Year	Month & Year			
Month & Year	Month & Year			

Qualifications & Examinations Passed (see next section for work-based qualifications)		
Exam Level	Grade Achieved	Full title of each subject

Work Based Qualifications - Please provide details of any work-based qualifications achieved	
Full title of each subject	Grade or mark achieved
<i>Please continue on a separate sheet if necessary</i>	

Work History (Continued)	
Is there a gap between leaving full-time education and the earliest employment? If YES, please give details in the Gaps in Work History below	Yes / No

Gaps in Work History	
If there are gaps of more than 21 days between the jobs listed above please tell us the dates & what you were doing. These might include signing on unemployed or being abroad. Do not include short holidays.	
Dates of gap:	What you were doing?
<i>Please continue on a separate sheet if necessary</i>	

Interview Date	
If interview date(s) has been stated on the covering letter – Are you able to attend?	Yes / No
If there is more than one date specified, do you have a preference? (We will try and accommodate any preference but we cannot guarantee any particular time or date will be available).	

Faith-Based Background & Views: Please give a brief description of your faith-based background or views, with examples of any related activities.

Other Information: Please give any other information you might think relevant to your application. Include any reasons why you wish to apply for this position, and any hobbies, leisure activities etc.

The following pages will not be shared with any resident on the interview panel

Current Address			
Post Code		Date Moved to this address	Month & Year
Phone Numbers: Landline		Mobile Number	

If you have moved in the last 5 years please put your previous address here (otherwise leave blank)

Previous Address			
Post Code		Date Moved to this address	Month & Year

Medical History

It is a legal requirement that you must be physically and mentally fit for the work you would be asked to perform. We may need to contact your GP for his/her medical opinion that you are suitable to undertake the job you are applying for. **Note: We will only contact your GP if we offer you a job subject to references**

Name & Address of GP			
Phone Number		Approximately how long have you been at this surgery?	

Driving Licence

Do you have a full licence for <u>and</u> are able and willing to drive a manual car?	Yes		No	
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Does your driving licence have your current address on it? (If No it will need to be updated before you can be employed)	Yes		No		Date Passed Test	
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Do you have any endorsements on your licence?	Yes		No	
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If YES how many & for what reason.				
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Criminal Convictions

So as to protect vulnerable people in care, it is a requirement that all staff must declare whether they have any convictions, cautions etc. (even if they are "spent" i.e. several years old). This Only those convictions which would make a person unsuitable for the position applied for will be taken into account, minor or unrelated convictions will be ignored. **Even if you do not have any convictions, you will need to have a new Enhanced CRB Disclosure.** This position is exempt from the Rehabilitation of Offenders Act.

Have you ever been convicted of any offence (including driving offences)?	Yes		No	
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Are you currently or think you maybe, charged with an offence?	Yes		No	
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Have you received any cautions, reprimands or final warnings?	Yes		No	
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Are you currently aware of any police investigations or any pending prosecutions?	Yes		No	
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Different Work Hours than those Advertised

If this position is advertised with specific days/hours a week and you wish to work different number or pattern than this, please state what alternative you would prefer.	
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Please give any reason why you are requesting this alternative:	
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Any further information you may wish to give in support of your application (this will not be shared with any resident on the interview panel)

Is there any further information you need to include with this application?

Qualifications / Experience Details	Yes		No	
Previous Employment – If you have attached a CV – please make sure it is signed.	Yes		No	
Gaps between periods of Employment	Yes		No	
Previous Convictions	Yes		No	

REFERENCES:

Please list below **THREE** people who we could approach for a reference on your behalf, one of these must be your **current employer (or last employer, if you are not currently employed)**; one other should be someone who knows you well from a church or fellowship you attend. **None of the referees should someone related to you.** Please note: we are required by Care Quality Commission (CQC)/Supporting People (SP) our registration authority, to thoroughly investigate all applicants we are likely to employ and make random checks on past employers. We may contact your referees whilst we are considering inviting you to come to an interview; please ensure that they are aware of this. If contacting your current employer may cause difficulties **please mark this clearly below***.

EMPLOYMENT REFERENCE: Please give the names and addresses of your two most recent employers (if applicable). If you not able to do this, please give details who your referees are. A third person should be listed who should be someone who knows you well.

	Reference 1: Most Recent Employer	Reference 2: Previous Employer
Name		
Organisation Name		
Organisation Address (Do Not Give Home Address of Manager/Other Employee)		
Post Code		
Phone Number		
Work Relationship		
E-mail Address		

Can we contact this person immediately?*	Yes		No		Yes		No	
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If **No** we will need to contact them if you are successful in passing the interview stage

THIRD REFERENCE (Christian/ faith-based minister/leader or another person who is not a relative)

Full Name			
Address			
Post Code		Phone Number	
Relationship to Them			

DECLARATION: If you are successful, this information will form part of your Contract of Employment. Therefore please read the declaration carefully.

I confirm that:

- Crossways Community may contact the above referees (and any previous employer) to verify that I am a suitable person to be employed.
- Crossways Community may use my personal data for personnel, management and monitoring purposes.
- I am mentally and physically fit for the purposes of the work which I am to perform for Crossways Community.

I understand that:

- it is a requirement that a CRB Standard/Enhanced Disclosure will be required which will include details of any criminal convictions, cautions, reprimands, final warnings or any other information that might have a bearing on the post.
- the information I have given on this form is correct and complete, and that if I have given incorrect or misleading statements or have knowingly withheld information, it may be sufficient grounds for immediate dismissal at any time.

Signed:.....Date:.....

Name (printed)

Once completed please return this form to:

Julia Kirk, Crossways Community Administration Building, 8 Culverden Park Road, Tunbridge Wells, Kent. TN4 9QX

Equal Opportunities Monitoring Form

This form will be separated from your application form and therefore is not made known to the Interview Selection Panel

Crossways Community operates an Equal Opportunities & Anti-Discrimination Policy that ensures that anyone who applies to us is considered on their merits, regardless of race, ethnic origin, sex, age, marital status, disability or sexual orientation. We therefore operate a monitoring policy to check that unfair discrimination is not taking place.

How did you hear of this vacancy? Please state where you saw the position advertised or otherwise how you found about the vacancy

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Ethnic Origin

A) White

British

Irish

Any other White background..

C) Asian or British Asian

Indian.....

Pakistani.....

Bangladeshi

Any other Asian Background.....

D) Black or Black British

Caribbean.....

African.....

Any other Black background

B) Mixed

White and Black Caribbean.....

White and Black African.....

Any other Mixed background..

E) Chinese or other ethnic group

Chinese

Any other.....

*If you have stated "any other" please specify how you would describe your ethnic origin?
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Asylum & Immigration Requirements (Right to Work in the UK)

Do you have a current UK/EU/EEA Passport?	YES / NO	Do you have a full UK Birth Certificate (i.e. including parents' names)?	YES / NO
If NO to the first 2 questions, do you have UK Home Office permission to work in the UK? We will contact you privately about this. This information will not be made known to the interview selection panel.	YES / NO	National Insurance No:	

Age

Date of Birth		Age	
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Gender

Female		Male		Transgender		Other	
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Disability

Do you consider that you have a disability or are disabled?	Yes		No	
If YES please specify:				
Do you require any reasonable adjustments so as to assist you during the selection process? (i.e. help with physical access, communication support, personal support?)	Yes		No	
If you were to be appointed to the position, would you require any reasonable adjustments to your job or working arrangements?	Yes		No	
<i>If you answered yes to either of the above questions, we will contact you in confidence to discuss any adjustments you may require.</i>				

Religious belief How would you describe your religion or beliefs?

Buddhist		Christian		Hindu		Jewish		Muslim	
Sikh		None		Agnostic		Prefer not to say		Atheist/None	
Other (please specify)									

Admin Use Only

Job Applied For	Date Received	Result