PRIVATE AND CONFIDENTIAL

**APPLICATION FOR EMPLOYMENT**

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| **Position applied for (Please circle): Support Worker full time, part time, zero hour**  **Area applied for (please circle) : Plymouth, Truro, Dawlish, Outreach, Southampton** |

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| **Personal Details**  Title: Forename(s): Surname:  Address:  Postcode:  Home telephone: Mobile telephone:  Date of birth: Email address: |

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| **Education**  Date  Training | Qualification and Grade  Course Title | Institution  Training organisation |

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| **Membership of Professional/Technical Bodies (if applicable)**  Name of organisation Grade/Category of membership |

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| **Employment**  **Record** | Please provide a complete employment history since leaving education, starting with the most recent, giving explanations for any breaks/gaps between jobs (paid and unpaid). Continue on a separate sheet if necessary. | |  |
| Dates  From-To | Name & Address of Employer | Job Title and Duties | | |

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| **What can you bring to this role?**  Please explain why you are interested in this post and what you can bring to it. Describe how your skills, personal qualities, and experience, including any voluntary work or interests, relate to the job requirements, as outlined in the Job Description. Please do not just attach your CV. Continue on a separate sheet if necessary. |

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| Are you currently eligible for employment in the UK? Yes  No   National Insurance number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you have a current full driving licence? Yes  No   Do you have the use of a car for work? Yes  No   Do you have any endorsements? Yes  No   How many days have you been absent from work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  due to illness in the past two years?  Please give dates and details of absences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Referees**  We require **two** references before you commence employment. Please give the names of two business referees (one of which should be your present or most recent employer, who had line management responsibility for you) and one other previous employer. If there is any difficulty with providing a reference from any of these sources, this must be discussed at the first interview stage.  **I herby give my consent for Pioneering Independence Ltd to seek references on my behalf using the contact details I have provided below:-**  **Signed: Date:** |
| **Current or last employer referee**  Name: Position:  Email Address: Phone number: |
| **Previous employer referee**  Name: Position:  Email Address: Phone number: |
| Can we approach your current employer before an offer of employment is made? Yes/No |

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| **Rehabilitation of Offenders Act 1974**  Because of the nature of the work for which you are applying, we need to be satisfied about your character and suitability. All offers of employment are subject to a satisfactory police check from the Disclosure and Barring Service. You are required to divulge any police cautions, or convictions in a court of law, not matter where or when they occurred (including spent convictions). This post is not protected by the Rehabilitation of Offenders Act 1974.  Pioneering Independence undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared. All information will be treated in the strictest confidence and will only be taken into account where the context makes it absolutely essential; this will depend on the nature of the position and the circumstances and background of offences. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.  Have you ever been cautioned or convicted of a criminal offence, or do you have any investigations/hearings pending? Yes  No   If yes please provide full details and continue on a separate sheet if necessary.  Offence and date charged Circumstances behind offence   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  |   Do any of the above offences relate to vulnerable people or children? Yes  No   I confirm I have read and understood the above paragraph and have disclosed all relevant information.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Declaration**  Please read this carefully, then sign and date your application  I declare that the information given in this application is, to the best of my knowledge, complete and accurate. I understand that if, after appointment, any information is found to be inaccurate; this may lead to the withdrawal of any offer of employment made or termination of subsequent employment; By completing this application form I agree if successful, for it to be stored on file in my employee records during my employment and for six years after I leave the company. If my application is unsuccessful then my details will be kept by Pioneering Independence Ltd for 6 months.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| How did you learn of this vacancy? |

**Thank you for completing this form**

**Please return to:**

**Business Admin, Pioneering Independence Ltd. Unit 106 City Business Park, Somerset Place, Stoke, Plymouth PL3 4BB**

**Or by email to: business.admin@pioneeringindependence.co.uk**