



## Ashmere Derbyshire Ltd – Application Form

### Job application form

Please be sure to read and complete all sections and sign the declaration at the end of the form. Attach additional sheets if necessary.

Please make reference to the job description and person specification for this post when completing the sections on employment history and further information. Do not attach a CV.

If you have a disability please let us know if there are any measures we can take to help you at interview and if appointed.

Under the Personal Details section you are asked to provide names you have previously been known by (eg maiden name) if applicable. This is because this post is subject to the Disclosure and Barring Service (DBS) enhanced disclosure procedure and we will apply for a DBS certificate on behalf of successful applicants.

Return this form to **Carrie Loakes, 88-90 Glasshouse Hill, Codnor, Ripley, DE5 9QT**

#### POST APPLIED FOR:

If you are applying for part time hours please state your availability

#### PERSONAL DETAILS please complete in block capitals

First Name

Last Name

Previous names (if any)

Address

Alternative Tel No

Post Code

Tel No

E-mail

Do you have a legal right to work in the UK?

Yes  No

If "Yes" but there are conditions, please specify:

If "No" please note we are prohibited under the Asylum, Immigration and Nationality Act 2006 to employ a person who does not have a legal right to work in the UK

Please provide your National Insurance Number if you have one:

### **Safeguarding and complaints**

Have you ever been subject to a safeguarding allegation/investigation Yes/No

Have you ever been referred to the Independent Safeguarding Authority Barred List

Yes/No

If yes please provide details:

Have you had any complaints made against you? Yes/No

If yes please provide details:

### CRIMINAL CONVICTIONS

The post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act under the Rehabilitation of Offenders Act (Exceptions Order) 1975. All previous convictions must therefore be declared. No convictions can be considered "spent" or too minor or too old to be included.

Have you ever been convicted of a criminal offence, cautioned, or served a sentence or a suspended sentence?

Yes  No

If "Yes" please give details of all convictions, cautions, reprimands or police warnings with dates

A conviction does not mean that you will not be considered for employment as each application will be considered on merit, but failure to disclose an offence will result withdrawal from consideration or immediate dismissal if appointed.

### Employment History

Please start with your current or most recent employer. Include periods of unemployment, and voluntary work and explain any gaps. If you have recently left full-time education please give details of work experience and voluntary work.

**Current/Recent Post**

Job Title:

Full time

Part time

(state number of hours worked)

Start date:

Finish date:

Reason for leaving:

Name and address of employer:

Main duties and responsibilities:

**Employment History Continued**

Dates (month/year)	Job title and duties, skills used	Name/Address of Employer	Reason for leaving

**Education, Qualifications and Training**

Provide details of your education putting the most recent/current study first. Include secondary schools, further and higher education, professional qualifications, e-learning etc. Please be prepared to provide original certificates.

**Educational Establishment and address**

**Qualifications with level/grade if appropriate**


**Membership of Professional Body**

Professional Body

Membership or registration type

Membership or registration number - PIN

Expiry or renewal date


**Additional Information**

Use this section to let us know why you want this job and to state how your skills, experience and training would enable you to meet the requirements of the role. How would you like to develop in the role? Please make reference to the person specification and job description. Use a continuation sheet if necessary.

## References

Please provide details of two referees who know you in a work capacity. If you have worked in adult or child social care in any form, then references must come from them, as a priority, including your last employer. If you are leaving full-time education this can be a teacher or tutor. Personal referees such as relatives, friends or neighbours will not generally be accepted. We will not write to your referees without your permission until a job offer has been accepted.

### Reference 1 – current or last employer

Capacity in which you know this person

Name

Position Held

Organisation

Address

Post Code

Daytime Telephone number

E-mail address

May we contact this person before interview? Yes/No

### Reference 2

Capacity in which you know this person

Name

Position Held

Organisation

Address

Post Code

Daytime Telephone number

E-mail address

May we contact this person before interview? Yes/No

**Declaration**

I declare that I have answered the above questions fully and completely and know of no reason why I should not be suitable for the post applied for or unable to fulfil the roles and responsibilities.

Signature

Date