**Application for Employment with You First Support Services CIC**



**Application for Employment with You First Support Services CIC**

**Applicants Name:**

**Position:**

**Reference Number: SW001**

**Application form for a position with You First Support Services CIC**

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| Please return this form to | You First Support Services CICRecruitment28 Bower HintonMartock TA12 6JYOr email to:andy@youfirstsupportservices.org.uk |
| Application for the post of | Support Worker |
| Job Reference Number | SW001 |
| Closing Date | As per latest advertisement |
| How did you hear about this job? (name of publication/website if advertised) |       |
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| Part A – Personal Details |  |
| Family Name / Surname |       |
| Previous Name (s) |       |
| Forenames |       |
| Known Name: (if different from forename) |       |
| Preferred Title (eg Mr, Mrs, Ms, Dr, other) |       |
| Home Address (please include Postcode) |       |
| National Insurance Number |       |
| Daytime / Mobile Telephone Number |       |
| Home Telephone Number (if different from above) |       |
| Email Address (if preferred method of communication & in regular use) |       |

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| **Equality and Diversity** |
| You First Support Services CIC intends to ensure that no employee or job applicant should receive less favourable treatment than another on the grounds of race, colour, nationality, ethnic or national origins, religion, gender, sexual orientation, disability, age, marital status, domestic responsibilities, political or trade union activity, gender reassignment, parental status, marriage, civil partnership or other form of discrimination. Our recruitment practices will exclude all assumptions, preferences or judgements that are not job-related. Information provided by applicants will be treated as confidential. |
| **Flexible Working** |
| You First Support Services CIC provides services to adults with learning disabilities at the time and place and with the people of their choosing. This means that we operate outside of a traditional roster format. Applicants should be prepared to work flexibly across flexible hours in order to meet the needs of those who use our services.  |

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| **Part B: Present or most recent employment** |
| **Name and Address of Employer** |  |
| Job Title |       |
| Salary |       |
| Start Date |       |
| Notice Required (or date left) |       |
| If part-time please state number of hours |       |
| Please give details of your main tasks and responsibilities – **and your reason for leaving**:      |

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| **Part C: Occupational History (most recent first)** |
| **Name and Address of Employer** | **Dates** **From - To** | **Job Title, Key Responsibilities and Relevant Experience** | **Final Salary and Reason for Leaving** |
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| **Part D: Academic, professional and vocational qualifications (most recent first)** |
| **Exams passed (level), Qualifications gained & Memberships (most recent first)** | **Grade and Date Achieved** | **Name of Educational Establishment and/or Professional or Awarding Body** |
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| **Part E: Recent training or continuing professional development** |
| **Please give details of relevant development activities within the past 5 years** |
| **Training Course and Organiser or Development Activity** | **Dates / Time Spent** | **Outcome - Grade achieved where relevant** |
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| **Part F: Personal Statement** |
| Please explain why you have applied for this post at this time |
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| Please provide additional information about work-based and outside activities, achievements and interests which may be relevant to the post for which you are applying. |
|       |
| **Experience within or outside the workplace:** Please describe any recent activities, achievements and interests and explain how these support your application (these could include voluntary work, caring for others, gap year activities, hobbies, elected positions, being a school governor etc). |
|       |
| **Qualifications, Knowledge, Skills and Abilities:** How will these enable you to meet the requirement outlined in the job description and specification? |
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| **Personal Attributes: How have these been demonstrated in the past and how do you consider they support your application?** |
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| **Part G: Medical History** |
| As part of our duty of care toward staff and the people who use our services applicants who have been made a conditional offer of employment will be asked to complete a short medical questionnaire.  |
| *It may become necessary to provide further medical information or undergo a medical examination before an appointment can be confirmed.* |
| No questions about your health or sickness record will be asked as part of the interview process.  |

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| **Part H: Disclosure and Barring Service** |
| As the information sent to you highlights that this post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any ‘spent’ convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council: |
|       |
| A criminal record will not automatically debar you from appointment. The selection panel will consider whether the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors that may be relevant. It may be helpful to know that the numbers of people rejected for employment on the grounds that they have a relevant conviction are very small. Failure to declare a conviction, caution or bind-over may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light at a later date. |

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| **Part I: References** |
| Please provide the names of two referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. One should be your current or most recent employer/line manager. References will normally be taken up if you are shortlisted. If you do not wish your present employer to be contacted prior to interview please click on or place a cross in the box on the right. | [ ]  |
| Current / most recent Employer or Line Manager |       |
| Job Title |       |
| Address |       |
| Email Address if available |       |
| Daytime Tel Number |       |
| Relationship to you (eg Supervisor, Tutor) |       |
| **Second Referee (Name)** |       | Click inside checkbox if not to be contacted prior to interview. [ ]  |
| Job Title |       |
| Address |       |
| Email Address if available |       |
| Daytime Tel Number |       |
| Relationship to you (eg Supervisor, Tutor) |       |

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| **Asylum and Immigration Act 1996** |
| Under this Act we have to ask you for proof of your right to work in the UK. Therefore, you will be asked to provide a ‘defined’ document such as P45, P60, Visa or passport either at interview or if you are selected for appointment.Are you in receipt of the appropriate permits and authorisation to work in the UK? [ ]  Yes [ ]  No |
| **Data Protection Act 1998** |
| You First Support Services CIC operates in accordance with the Data Protection Act 1998 and will hold some information about employees and applicants on computer systems. This data is primarily for salaries, pension administration, monitoring and legal reporting purposes. |
| **DECLARATION OF INTEREST** |
| Are you related to any member of You First Support Services CIC | [ ]  Yes [ ]  No |
| If Yes, Name of Relative: |       |
| Relationship: |       |
| *Please note that canvassing the support of members of You First Support Services CIC can lead to disqualification of a candidate’s application.* |
| * The information on this form is accurate. I understand that any incorrect information may lead to my application being disallowed, or to my dismissal, should I have taken up an appointment.
* I am willing for this data to be held and processed by You First Support Services CIC under Data Protection legislation and to You First Support Services CIC verifying the information given with relevant third parties, which may include previous employers.
* I confirm that I am entitled to live and work in the United Kingdom.

Signed: ……………………………………………………. Date: ………………………………………*(If you submit an application electronically, you will be asked to sign the form before any interview.)* |