APPLICATION FORM

#### Please complete this form in black ink, complete all sections and ensure it is signed.

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| Your Surname and Initials |  |

**Data Protection Statement**

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the organisation to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

#### Equality of Opportunity Statement

Outreach’s Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, disability, marital status, sexual orientation or religion.

***Office Use Only:***

**Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Invite to Informal Event? Y/N Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Invite to Formal Interview? Y/N Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Successful? Y/N Date Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Guidance Notes for Applicants

The application form plays a vital role in the selection process, both in deciding whether or not you will be shortlisted for an interview and as a basis for the interview itself. It is therefore important to address the Job Description and Person Specification by relating it to your experience, knowledge, skills and abilities, which are relevant to the job.

The following advice should help you to complete the application form as effectively as possible.

The Job Description

* The job description details what sort of duties you would be expected to carry out
* Ask yourself why you are interested in the job
  + Would it be a good career move – perhaps to broaden your general work experience or to support the sort of work you might want to undertake as a career?

The Person Specification

* The person specification will list the skills, knowledge, qualifications and experience required. You should provide evidence that you have these on your application form
* Explaining your present and previous jobs to someone else may help to uncover “hidden” skills, that you take for granted
* Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests/care for family

Your Employment History

* Write out your career history: do not go into too much detail but make sure that you explain the main responsibilities of the most relevant jobs that you have had.
* It is also important that you provide your FULL employment history.
* If you have any gaps for any reason please provide an explanation (e.g. ‘Unemployed’ or ‘Caring for sick parent’)
* Check that the dates are correct and in the right order and make sure there are no gaps
* Please use an extra page if there is not enough room

Personal Statement Section

* This is where you make your case for the job
* You should refer to the person specification and try to provide evidence of how you meet each requirement
* It should be written in a concise, well-organised and positive way
* Specify your own responsibilities rather than those where you are working

When Completing the Application

* Type the form or use black ball-point pen
* Ensure it is clearly presented to create a good impression

Sign the Form

* This can sometimes be overlooked, please make sure you complete the declaration and sign the form

Finally, it is a good idea to do a rough draft first

* Write out the form in rough to avoid mistakes and repetitions
* This also gives you the opportunity to ensure that your application is well organised and relevant

*Always keep a copy for your own records*

Once fully complete post the application and monitoring form to ourselves at Outreach Community & Residential Services, 35-37 Blackburn Street, Radcliffe, Manchester, M26 1NR or email it to us at [info@outreach.co.uk](mailto:info@outreach.co.uk)

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| Personal Details | | | | | |
| Title |  | Surname |  | First Name(s) |  |

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| --- | --- | --- | --- |
| **Address** |  | | |
|  | | **Post Code** |
| **Telephone** | Home | Work | Mobile |
|  |  |  |
| **Email address** |  | | |
| **May we contact you at work?** | **Yes No** *(Please √ as appropriate)* | | |

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| 2. Formal Education and Qualifications | | | | |
| Please give details of your courses and qualifications education from GCSE EQUIVALENT: If unqualified, please state this on your application form (*please continue on a separate sheet if necessary*). Shortlisted candidates will be asked to provide original certificates | | | | |
| **Dates** | | **Name of School/ College/University** | **Course Taken**  **Dates** | **Grade & Qualification**  **Awarded** |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** |
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| **RELEVANT ADDITIONAL TRAINING OR SHORT COURSES ATTENDED** | | | | |
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| 3. Employment History |

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| Please give details of your **FULL** employment history, beginning with your present or most recent employer and continuing in reverse date order. Please ensure you leave no gaps in your employment history. Any gaps will be discussed at interview. Periods of unemployment should be stated and will not count against selection. (Continue on a separate sheet if necessary)  *Additional information can be submitted and attached to the application form; however we cannot accept any information submitted in CV format.* | | | |
| **Dates** | | **Present (or Last ) Employer** | **Position held** |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** | **Employers name, address, business** | **Please give details of position held, duties,**  **responsibilities and reason for leaving.** |
|  |  |  |  |
| **Dates** | | **Employment History** | **Position held** |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** | **Employers name, address, business** | **Please give details of position held, duties,**  **responsibilities and reason for leaving.** |
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| 4. Personal Statement |
| Please use this page to describe why you feel you are suited to the position for which you are applying, including life experience, voluntary work, leisure activities, interests, including your ability to meet the personal requirements of this post as detailed in the job description/person specification *(Continue on a separate sheet if necessary)* |
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| 5. References | | | | | | |
| Please give details of two people we can approach for references.  One reference MUST be your current or, if currently unemployed or self-employed, your last employer. Please state full name including address and email address (if available) as well as their phone number as we take up verbal and written references.  *Please note that references from your spouse or partner, or members of your family are not acceptable* | | | | | |
| **Reference 1**   * Present /last employer *(delete as appropriate)* * May we contact them at this stage? Yes/No *(delete as appropriate)* | | | | | |
| Name |  | Job Title | |  | |
| Address & Post Code |  | Relationship to you | |  | |
| Email address | |  | |
| Telephone number | |  | |
| **Reference 2**   * May we contact them at this stage? Yes/No *(delete as appropriate)* | | | | | |
| Name |  | | Job Title | |  |
| Address & Post Code |  | | Relationship to you | |  |
| Email  Address | |  |
| Telephone number | |  |

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| Permission regarding References | | | |
| **References are obtained from a third party therefore Outreach Community & Residential Services need to ensure the permission of that person has been given for them to be contacted. We also need your written authority to contact your referees.**  **To ensure we have this information please complete the declaration below confirming you have obtained the permission of your referees to disclose their details and the separate declaration confirming you have granted your permission for Outreach to contact your referees and obtain a reference.** | | | |
| **CONFIRMATION THAT PERMISSION HAS BEEN RECEIVED FROM REFEREES**  I confirm that I have the permission of the referees listed on my application to disclose their details to Outreach Community & Residential Services for the purpose of obtaining a reference regarding my potential employment.. | | | |
| Applicants full name |  | | |
| Applicants Signature |  | | |
| Date |  |  | |
| **CONFIRMATION THAT THE APPLICANT HAS GIVEN**  **PERMISSION TO OBTAIN REFERENCES**  I confirm that I have given my permission to Outreach Community & Residential Services to contact my referees as detailed on my application for the purpose of obtaining a reference regarding my potential employment with themselves. | | | |
| Applicants full name |  | | |
| Applicants Signature |  | | |
| Post Applied For |  | Date |  |

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| 6. Disclosure & Barring Service (DBS) Checks | | | | |
| **GUIDANCE FROM THE CARE QUALITY COMMISSION (CQC)**  **The following Personal Declaration is a requirement under the provision of the Care Standards Act 2000 and associated regulations.**  On entry to Outreach Community & Residential Services **ALL** staff are required to complete and sign the following Personal Declaration that they do not possess, nor have they been subject to any convictions, warnings, conditional discharges, bind overs or cautions, either past or present other than those disclosed in this application.   * ***Please Note:*** People who are likely to have substantial access to vulnerable people cannot regard **ANY** past criminal convictions as ‘Spent’ (past or present); this includes driving offences.   Thus the person must complete the following declaration and include details of these with this application form, or detail them separately in a letter addressed to the Personnel Administrator, marked “Private & Confidential”. Please note that a criminal record will not necessarily be a bar to obtaining employment with the organisation. | | | | |
| Please use the space provided to disclose any information regarding any criminal convictions spent or current. This includes driving offences. Please state the nature of the offence, dates and sentences if appropriate. (*Please continue on separate sheet if required)* | | | | |
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| **DECLARATION**  I confirm that all information I have provided is accurate and declare that I do not possess, nor have I been subject to any conditional discharges, bind overs or cautions, either past or present other than those stated in this application or any accompanying letter. | | | | |
| Applicants full name | |  | | |
| Applicants Signature | |  | | |
| Post Applied For | |  | Date |  |
| **DISCLOSURE AND BARING SERICE (DBS) UPDATE SERVICE** | | | |
| **Please tick or circle the appropriate response to the questions detailed below.**   1. Do you already have a DBS? YES NO 2. If you have an existing DBS then are you registered for the DBS Update Service?   YES NO NOT APPLICABLE 3. If you are registered for the DBS Update Service then can we contact them for the purpose of verification?   YES NO NOT APPLICABLE   If you are registered for the DBS update service and are willing to give us your written permission at this stage then please complete the section below. | | | |
| **I confirm I have registered with the DBS Update Service. I also authorise Outreach Community & Residential Services to undertake a status check in order to obtain up to date information (within the meaning of Section 116A of the Police Act 1997) in relation to my enhanced criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of Section 12113B of the Police Act 1997.** | | | |
| My DBS number is: |  | | |
| Signature: |  | | |
| Name (please print): |  | | |
| Date: |  | | |

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| 7. Further Information |
| ***Do you have a Driving Licence?*** *Y/N* ***Do you have access to a vehicle?*** *Y/N*  ***Are you are car owner?*** *Y/N*  ***Do you have any endorsements or convictions for driving?*** *Y/N  If YES please give details (continue on a separate sheet if necessary).* |
| **Are you a UK or EU/EEA national? Yes No** *Please √ as appropriate* (If ‘Yes’ you will need to provide proof of this at the interview stage) |
| Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:   * That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or * The person comes into a category specified by the Home Secretary where such employment is allowed   *Note:*  *Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.*  **Are you eligible to work in the UK? Yes No** *Please √ as appropriate*  **If you are not a UK or EU/EEA national, can you provide proof of permission to work in the UK? Yes No** *Please √ as appropriate*  ***Please Note:***  ***If you cannot provide proof of permission to work in the UK we cannot accept your application as you are unable to work legally in the UK.***  If you can provide proof of permission to work please state the nature of your permission to work in the UK, any restrictions on the hours you are permitted to work and the expiry date of the permission.  Type of permission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hours permitted to work: \_\_\_\_\_\_\_\_ Expiry date of Visa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  We will require sight of the documentation which confirms that you are permitted to work in the UK at the interview stage. We may also need to take a copy of the document and to carry out checks to authenticate it. |

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| ***Are you related to any person employed by or connected with Outreach Residential & Community Services, including any of the services users in receipt of a service from the organisation?*  Yes No** *Please √ as appropriate*  *If ‘Yes’ please give details below* | | | |
| *Name person employed by or connected with Outreach* |  | *Job Title* |  |
| *Relationship* |  | | |

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| **8. DECLARATION** | |
| * ***I declare that information given on this application form is complete and current to the best of my knowledge*** * ***I understand that any false or misleading information will render me liable to instant dismissal if discovered after my appointment****.* * ***I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment and for the release by other people or organisations of such information as may be necessary for that purpose****.* * ***I give permission for the processing of the personal data contained in this form and on the separate Equal Opportunities Monitoring form for employment purposes****.* * ***I confirm that if I am conditionally offered a position I have received the consent of my referees for Outreach Community & Residential services to contact them*** | |
| Signature of applicant |  |
| Date |  |