

# Application for employment

For posts where CRB disclosure IS required.

We welcome applications from everyone regardless of age, disability, gender identity, marital or civil partnership status, pregnancy or maternity, race, colour, or ethnic and national origins, religion or belief, or sexual orientation.

Please read the "Guidance Notes for Applicants" leaflet before you fill in this application form.

Please do not send in a C.V. as it will not be considered.

Post Title:

## Your personal details

Last name

Former names (if any):

First name/s:

Email address:

Address:

National Insurance number:

or Proof of Right To Work in the UK:

Postcode:

Telephone: (please tick your preferred contact number)

Home ( ):

Work ( ):

Mobile ( ):

**It is Berneslai Homes' policy to guarantee an interview to disabled candidates who meet all the essential criteria. Reasonable adjustments will be made throughout the recruitment process for people with disabilities.**

Do you want us to consider you for a guaranteed interview under this policy? Yes ( ) No ( )

If you are already a Berneslai Homes employee, are you 'at risk'? Yes ( ) No ( )

Please tell us if there are any dates when you will not be available for interview:

Do you want to be considered for Job Share? Yes ( ) No ( )

## FOR OFFICE USE ONLY

Applicant

SL  Not SL  Code

Candidate

Appointed  Not Appointed  Code

## Your employment history

**Please tell us about all your present employment or last job if you are currently unemployed.** Please remember to include any specific projects or areas of responsibility that you have held or are holding.

We actively encourage you to use extra pages to give us the information needed to support your application. If you do use extra pages please tick the box, follow the same format as this application form and remember to put your name at the top of each extra page and also to number the page.

Name and address of employer:

Post Code:

Job title:

Date employment started:

Date employment ended (if applicable):

Reason for leaving: (if applicable)

Notice required: (if applicable)

Wage/salary:

Please describe in brief your duties and responsibilities (and key achievements where relevant):

## Please tell us about all your previous employment (paid and unpaid)

Starting with the most recent, please list all previous employers in chronological order since leaving secondary school. Continue on a separate sheet if necessary.

I have used additional pages.

Name and address of employer:

Job title:

Date employment started:

Date employment ended (if applicable):

Reason for leaving:

Your main duties/responsibilities:

Name and address of employer:

Job title:

Date employment started:

Date employment ended (if applicable):

Reason for leaving:

Your main duties/responsibilities:

Have you had any breaks in your employment? Yes ( ) No ( )

If 'Yes', please give details:

## Information supporting your application for this post

By using clear, identifiable examples, please demonstrate how you meet the criteria indicated on the Employee Specification and that you have the required qualifications and training for the job. Where relevant, state the awarding body and date. Note: you will be required to provide original certificates if invited for interview. Please read the "Guidance Notes for Applicants" leaflet supplied.

I have used additional pages.

### Experience:

### General and special knowledge:

### Skills and abilities:

### Additional factors:

### Qualifications and training:

### Membership of professional bodies (if applicable):

Professional body:

Registration no:

Type of membership:

Renewal date:

## References

One of the two referees must be your present or last employer, if previously employed. Please note that we do not accept references from relatives or from people writing solely in the capacity of friends.

Can we contact your referees before your interview?

Referee 1: Yes ( ) No ( ) Referee 2: Yes ( ) No ( )

### Referee 1

Name:

Job title:

Tel no. (incl STD):

Email address:

Address: (incl postcode)

Relationship: (e.g. Line Manager)

### Referee 2

Name:

Job title:

Tel no. (incl STD):

Email address:

Address: (incl postcode)

Relationship: (e.g. Line Manager)

### Data Protection Act 1998

The information you have provided on this application form will be processed by computer. This data will also be used to produce statistics for equality and diversity, and recruitment monitoring.

### Canvassing will disqualify

Are you related to any Member of the Board or employee of Berneslai Homes? Yes ( ) No ( )

Please give details:

Relationship:

Name:

Position:

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information, or directly or indirectly canvassed a Member of the Board or employee of Berneslai Homes in support of my application, I may be disqualified from consideration for the post or face disciplinary action after appointment.

Signed:

Date:

## Disclosure of Criminal Background of those with Access to Vulnerable Groups

You have applied for a post that is an exempt position under the provisions of the Rehabilitation of Offenders Act 1974. Therefore the statement that "after a certain period of time, convictions need not be disclosed and those convictions be treated as if they never took place" **does not apply**.

You must therefore declare any pending prosecutions, any convictions, cautions or bind-overs which you have had at any time. The information will be treated as confidential and will only apply to this particular vacancy. **It is essential that you complete and sign this form.**

If you do not have any convictions, cautions or bind-overs, then please write "None" across the boxes.

If the post you have applied for also has:

"regular contact with", "cares for", "trains", "supervises" or "is in sole charge of children or vulnerable adults", then you will be required to apply for a Disclosure of Criminal Conviction and/or record to the Criminal Records Bureau should your application be successful and before an appointment is confirmed. Having a criminal record will not necessarily bar you from employment. Each case will be judged on its own merits.

Failure to disclose information concerning previous convictions may lead to dismissal or disciplinary action by Berneslai Homes.

First name:

Last name:

Former names (if any):

Post applied for:

Post reference number:

- If necessary, please use a separate sheet of paper to give full details and place in a sealed envelope marked 'confidential'. If you use extra pages for details of convictions or bind-overs please tick the box and follow the same format as this application form.

Date:

Details of convictions, cautions or bind-overs:

Penalty:

Are there any matters pending?

Yes ( ) No ( )

Are you disqualified from working with children or vulnerable adults?

Yes ( ) No ( )

Are you subject to sanctions from a regulatory body? (e.g. GSCC/GTC)

Yes ( ) No ( )

Are you on List 99/POCA list/POVA list?

Yes ( ) No ( )

If you answered "Yes" to any of the above please give details below:

### Declaration

I declare that the particulars given are correct and that I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in my application being rejected, dismissal or disciplinary action, or possible referral to the police.

Signed:

Date:

# Equality Monitoring - *thanks for your help.*

We are committed to Equality of Opportunity in Employment. By collecting this information, we are able to ensure that our policies and systems are objective and fair. Please help us by completing this form.

As a minimum, would you please fill in your name, date of birth and the post applied for; the rest of this section is optional. The shortlisting/interviewing panel will not see this information.

Post title:

Name:

Date of birth:

Where did you see the post advertised?

Are you currently employed by Berneslai Homes? Yes ( ) No ( )

## Ethnicity Prefer not to say ( )

Please tick one box under section A to E which most appropriately reflects your ethnic and national background.

### A White

British ( )  
English ( )  
Scottish ( )  
Welsh ( )  
Irish ( )  
Other White\* ( )

### B Mixed

White and Black Caribbean ( )  
White and Black African ( )  
White and Asian ( )  
Other Mixed\* ( )

### C Asian or Asian British

Indian ( )  
Pakistani ( )  
Bangladeshi ( )  
Other Asian\* ( )

### D Black or Black British

Caribbean ( )  
African ( )  
Other Black\* ( )

### E Chinese, Chinese British or Other Ethnic Group

Chinese ( )  
Any Other Background\* ( )

\*If 'Other', please specify:

## Religion Prefer not to say ( )

Christian (including all Christian Denominations) ( )      Buddhist ( )      Hindu ( )  
Muslim ( )      Sikh ( )      Jewish ( )      None ( )      Other\* ( )

\*If 'Other', please specify:

**Gender** Male ( ) Female ( ) Prefer not to say ( )

**Gender Identity** Have you or do you intend to change your gender from your birth gender?  
Yes ( ) No ( ) Prefer not to say ( )

**Disabled** Do you consider yourself to be disabled?  
There is a definition of disability in the "Guidance Notes for Applicants" leaflet.  
Yes ( ) No ( ) Prefer not to say ( )

**Sexual Orientation** Prefer not to say ( )  
Bisexual ( ) Gay Man ( ) Heterosexual/straight ( ) Gay Woman/Lesbian ( )  
Are you open about your sexual orientation at work? Yes ( ) No ( )

Any data provided on this form will be held securely under the terms of the Data Protection Act.

FOR OFFICE USE ONLY (tick as appropriate) Candidate Shortlisted Yes ( ) No ( ) Candidate Appointed Yes ( ) No ( )

If you need help understanding this information, or if you need this information in a different format, such as;

Large Print,

Audio or

Braille,

please contact us by phoning the Human Resources Team on 01226 772709.

[www.berneslaihomes.co.uk](http://www.berneslaihomes.co.uk)

