

# Application For Employment

## Guidance Notes

- Please type or complete all sections of this form in black or blue ink.
- Please complete the Recruitment Monitoring Form on the back page of this form. This section will be detached before the selection process begins.
- We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying, therefore please feel free to include information about non-work activities which are relevant.
- Finally, please note that in order to save the charity's resources we do not acknowledge receipt of application forms

**Please return to: Bethphage, Suite 1, 8 Longbow Close, Shrewsbury SY1 3AS  
or email: enquiries@bethphage.co.uk**

1	Vacancy Details	
Applicant ID (Office Use Only): .....		Job Reference number:.....
Post for which you are applying: .....		Full Time / Part Time / Casual.....
Location of Work: .....		

2	Personal Details	
Family Name: .....		Initials:.....
Home address: ..... ..... .....		Telephone (Day) ..... Telephone (Evening) ..... Mobile Number: .....
Postcode: .....		May we contact you on these numbers? <input type="checkbox"/> Yes <input type="checkbox"/> No
N.I. Number: .....		Email address: .....
Do you have a full current driving licence?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a car available for work?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any motoring convictions?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Whether spent or not)</i>
If you are not from the European Community, do you need a work permit?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give number and expiry date: .....		

**3 Present Employment (if you are currently unemployed, please leave blank)**

Job Title: ..... Basic Pay: .....  
Employer's Name: ..... Other Pay: .....  
Address: ..... Start Date: .....  
..... Period of Notice: .....  
.....  
..... Postcode: .....

Brief outline of duties:

**4 Previous Employment**

Please list all of your previous jobs including any with your present employer. Please account for any gaps in employment. Start with the most recent. Please be aware that references may be sought from your previous employers.

Job Title: ..... Basic Pay: .....  
Employer's Name: ..... Other Pay: .....  
Address: ..... Start Date: .....  
..... Left: .....  
.....  
..... Postcode: .....

Brief outline of duties:

Reason for leaving:

Previous Employment – Continued ...

Job Title: .....	Basic Pay: .....
Employer's Name: .....	Other Pay: .....
Address: .....	Start Date: .....
.....	Left: .....
.....	
..... Postcode: .....	

Brief outline of duties:

Reason for leaving:

Job Title: .....	Basic Pay: .....
Employer's Name: .....	Other Pay: .....
Address: .....	Start Date: .....
.....	Left: .....
.....	
..... Postcode: .....	

Brief outline of duties:

Reason for leaving:

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner.

**5 Training**

Please list below relevant job-related training you have undertaken and/or any professional qualifications received.

Date	Qualification / Course Title	Organiser / Awarding body	Duration

**6 Membership of Professional Bodies**

Date	Professional Body	Membership Number	Grade/Level

**7 Languages**

Able to effectively converse in: .....

Able to converse, read and write in: .....

Totally fluent in: .....

**8 Educational Qualifications**

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent, giving university/college details.

Date	Qualification	Grade / Level obtained	School / College / University

**9 Further Details**

Please give any information which you think will help us to consider your application, including relevant experience (voluntary or paid), skills, abilities and any specialist knowledge you have. Take as a guide the content of the Job Description and Person Specification and tell us how you meet the requirements of the job.

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner.

**10 References**

Please give details of two employers who may be contacted for references in connection with your application. One of your chosen referees must be your current or most recent employer. Referees must not be related to you. Bethphage may contact additional previous employers in order to secure a reference from an appropriate care setting. References will normally only be taken up once you are offered the job.

Company (if applicable).....	Company (if applicable).....
Name.....	Name.....
Job Title.....	Job Title.....
Address .....	Address .....
.....	.....
.....	.....
Tel. No. ....	Tel. No. ....
Email Address .....	Email Address .....
Working relationship to candidate.....	Working relationship to candidate.....
.....	.....

**11 Rehabilitation of Offenders Act 1974 (Exceptions)**

Whilst in many cases it may not exclude you from being offered the job, because of the nature of Bethphage's services this post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. You must therefore disclose details of current or pending cautions, reprimands, final warnings and convictions.

We will only take this information into account if we consider it relevant to the post for which you have applied. However, any failure to disclose such information will automatically result in withdrawal of any job offer. We undertake to discuss any matter revealed in a Disclosure with you before coming to a decision.

Only successful applicants for this post will be subject to an enhanced check carried out through the Disclosure and Barring Service (DBS).

**Declaration**

1 Do you have a current or pending, caution, reprimand, final warning or conviction by the police?

No  Yes  If yes, please give details .....

.....  
.....

2 Have you ever received a Final Written Warning or been dismissed from your current or any other previous employment (other than redundancy) ?

No  Yes  If yes, please give details .....

.....  
.....

3 Has your name ever been added to the DBS Adult First List (formerly ISA Adult First List, POVA) ?

No  Yes  If yes, please give details .....

.....  
.....

(Please continue on a separate sheet if necessary.)

Sign: ..... Date .....

Print name: .....

**12 Declaration**

I have read and understood the job description relating to this role  Yes  No

I confirm that the information I have given on this form is true and correct. I understand that any untrue or misleading information may lead to the withdrawal of a job offer, or termination of any employment contract offered to me, without prejudice or payment in lieu of notice.

I understand that because of the sensitive nature of the duties, I will be required to give details of any current or pending criminal convictions, cautions, reprimands and final warnings and any other information which may have a bearing on my suitability for the post. I understand too that an Enhanced Disclosure will be sought in the event of a successful application. Only relevant convictions and any other relevant information will be taken into account, so disclosure need not necessarily be a bar to obtaining a position.

I also hereby give my explicit consent to the processing of data contained or referred to in this form, in accordance with the Data Protection Act 1998 and any subsequent legislation. I am aware that, should I be appointed, the documents I provide, such as passport and work permits, may be made available to the relevant authorities on request, which may include the police.

Signed ..... Date .....

# Equal Opportunities and Recruitment

## Equality and Diversity Policy

Bethphage is committed to fair treatment for everyone .

We believe that equality and diversity is about treating people fairly, openly and honestly and recognising that people have different needs, cultures, experiences and expectations.

It is the policy of Bethphage to ensure that no person, whether a job applicant, employee, person we support or third party receives any less favourable treatment because of his or her age, disability, gender, because they are pregnant or on maternity leave, married or in a civil partnership, because of their race, religion or belief, sex or sexual orientation or any other condition or requirement that cannot be shown to be a justifiable requirement of the job.

## Policy Statement for Applicants with Disabilities

We have made a commitment to improve employment opportunities for people with disabilities, and have adopted the two ticks symbol “Positive about Disabled People”. This means that Bethphage has undertaken to guarantee an interview to all applicants with a disability who meet the essential requirements of the job, as contained in the person specification.

Employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment. We will therefore ensure that medical fitness requirements are determined having regard to the demands of particular posts and are applied fairly and consistently and do not discriminate against those with particular medical conditions.

You should be aware that, if you wish to take advantage of this pledge, we may ask you to give details of your disability. Any supporting information, for example a letter from a Disability Employment Adviser, would be helpful. The information you provide will be shared with the people responsible for short-listing applicants and organising the selection process.

**Please complete the Recruitment Monitoring Form over the page.**



