



SBL
care services

Application Form

SBL Care is committed to the safeguarding and promotion of the welfare of all children and young people, their families, and our staff, volunteers and carers. Everything we do promotes the safety and wellbeing of the children and young people we work with.

Some of the fields on the application form are mandatory, indicated by a *. Failure to complete all mandatory fields will result in your application not being considered.

Job details

Position Applied For *	
Please indicate preferred working arrangements	Full-time <input type="checkbox"/> / part-time <input type="checkbox"/> / job share <input type="checkbox"/>
Name of Home	
Location *	
Reference number	

Personal details

Surname *		Forename(s) *	
Previous surname(s)		Previous forename(s)	
Title *		Preferred name	
Telephone numbers *	Mobile: Home:	Email address *	
Address (incl postcode) *			

Present employment

Job title *	
Name and address of employer *	
Date commenced with employer *	
Notice required *	
Briefly describe your present job; its main purpose and your responsibilities: *	

Previous employment

Include permanent, temporary and voluntary work <u>since leaving school</u> (continue on a separate sheet if necessary). Please list most recent first.			
Name and address of employer (include nature of organisation) *	From / To (exact dates) *	Job title *	Reason for leaving *

Time Breaks in Employment

Reasons should be given for any period in which you were not in either employment, education or training since leaving school. Please state this information in chronological order. Please continue on a separate sheet if necessary.		
From (exact dates) *	To (exact dates) *	Reason for break *

Education and Qualifications

Please provide details of qualifications gained since age 11.		
Name of School, College, University etc *	Dates attended (From / To) *	Qualifications awarded (incl. grades) *

Training

Please list all training undertaken that is relevant to the post applied for. Continue on a separate sheet if necessary.		
Course Title	Dates attended (From / To)	Training provider

Driving Licence

Do you hold a full current Driving Licence? * (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you have any current endorsements? * (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please provide details: *	

Immigration, Asylum and Nationality Act 2006

Do you have the right to take up employment in the UK, either as a UK National, or because you hold a valid work permit? *	Yes <input type="checkbox"/> / No <input type="checkbox"/>
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References

Details of two persons with relevant knowledge of your professional competence and to whom references may be sought should be given below. For care roles, this must be at line manager level or above.

One of the referees must be your current (or most recent) employer. If your most recent employment does not involve working with children, you should also give as a referee your most recent employer, who can provide information on your work with children (if you have ever worked with children). If you have not been employed previously, please provide academic and character references.

NB: We reserve the right to seek references from any previous employers listed in the 'Previous Employment' section of this form.

Most recent employer	
Name *	
Address *	
Tel No *	
Occupation *	
Email Address *	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Second Employer	
Name *	
Address *	
Tel No *	
Occupation *	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Warnings and Disciplinary Issues

Have you ever been dismissed or resigned in the face of a dismissal or warning? *	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been the subject of an allegation(s) in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? *	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	

Rehabilitation of Offenders Act 1974

The nature of the post for which you are applying means that it is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. You are not, therefore, entitled to withhold information about cautions or convictions, which for other purposes are 'spent' under the provisions of the Act, unless covered by the Disclosure and Barring Service filtering rules which specify under what circumstances certain cautions or convictions are classed as 'spent'.

Further information can be found at:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

Filtering rules do not apply to certain convictions, please refer to:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you are successful the information on the form will be considered and, if you have declared any previous criminal convictions, cautions or reprimands, these may be discussed with you prior to a decision being taken on your appointment. If you are appointed any failure to disclose cautions or convictions not expressly covered by the filtering rules may result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police and/or the Disclosure and Barring Service being notified.

Please be aware that SBL Care Services operates a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the organisation.

Have you ever been convicted of any offence in a Court of Law or received any bind-overs or cautions from the police? * (Any caution or conviction covered by the Disclosure and Barring Service filtering rules need not be disclosed).	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been included on any Disclosure and Barring/Criminal Records Bureau list which disqualified you from working with children or vulnerable adults? *	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you? *	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	

Why are you applying for this job?

You are invited to provide a statement or letter in support of your application outlining how you meet the criteria specified in the person specification.

Why I'm applying for this job

Reasonable adjustments

If you require any reasonable adjustments to the recruitment process, including the application process and interview, please provide details on a separate sheet of paper.

Declaration

I declare that the information given on this application form is true and correct. I understand that any false or misleading information, or omissions of information concerning criminal convictions etc may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. Should my application be successful, I give my consent for SBL Care Services to seek employment references from any of the previous employers listed in the 'Previous Employment' section of this form.

Signed: *

Date: *

Print name: *

The General Data Protection Regulation (GDPR)

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. SBL Care Services will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Completed application forms and supplementary information provided by you in support of your application will be retained by the HR Department in a secure place for a period of 6 months, after which time the information will be destroyed, excepting for persons who subsequently take up employment with the organisation. This is to enable the organisation to fulfil its legal obligations in the event of a legal claim being brought against the organisation in relation to the recruitment and selection process.