



EMPLOYMENT APPLICATION FORM

private & confidential

Please complete all sections as fully as possible and return to: **recruit@jrsc.uk**

APPLICATION DETAILS

Position applying for:

Have you previously applied for a position in our organisation?

Yes ☐

No ☐

If you have, please tell us the role you applied for and date of application:

Date:

PERSONAL DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other (Please specify):

Surname:

Forename(s):

Previous Names (if applicable):

Date of Birth:

Home Address and Postcode:

Phone number:

Mobile number:

National Insurance number:

Email Address:

Are you free to take up employment in the United Kingdom?

Yes ☐

No ☐

If NO, are you subject to immigration control?

Yes ☐

No ☐

EMERGENCY CONTACT INFORMATION

Name:

Relation to you:

Phone Number:

Email:

DRIVER INFORMATION

Do you have a current, full driving licence? Yes ☐ No ☐

If NO, do you hold a provisional licence? Yes ☐ No ☐

If applicable, please list any points and/or driving convictions including dates:

Date:

Date:

Date:

VOCATIONAL

Do you hold any of the following qualifications? (Please tick/complete as appropriate)

Are you a qualified teacher? Yes ☐ No ☐

If yes, what is your TRN no.:

NVQ / QCF Level 3 Diploma for the Children's and Young People's Workforce Yes ☐ No ☐

NVQ Level 4 HSC (CYP Pathway) plus Registered Managers Award Yes ☐ No ☐

QCF Level 5 Diploma in Leadership for Health and Social Care, Children and Young People's Services Yes ☐ No ☐

Details of any Membership of Professional Bodies:



WORKING PRACTICES

Please tick/complete as appropriate (only complete if you are applying to work through our agency)

Are you available to work 24-hour shifts including sleep-ins? Yes ☐ No ☐

Are you available to work weekends and bank holidays? Yes ☐ No ☐

Are you available to work flexibly and demonstrate a high level of commitment? Yes ☐ No ☐

Are there any limitations on your ability to work flexibly? Yes ☐ No ☐

If YES – what are they?

Are there any limitations if you were asked to extend your shift? Yes ☐ No ☐

If YES – what are they?

All applicants

Do you / will you have any other employment if you came to work for JR Social Care? Yes ☐ No ☐

If YES please give details:

EDUCATION, QUALIFICATIONS & TRAINING

We require you to attach/upload your CV with this application form.
Please list your education, qualifications and training in chronological order.

EMPLOYMENT HISTORY

We require you to attach/upload your CV with this application form.

Please begin with most recent employer, full employment history is required - from leaving secondary education to the present. Please include start and end months and years for all employments. You must give details of any gaps in employment and the reasons for these.

REASONS FOR APPLYING

Please include your achievements to date, any relevant knowledge, skills and experience and strengths you would bring to the role.



LEISURE INTERESTS

Please detail any leisure interests, sports and hobbies or other pastimes:
Please continue on a separate sheet if necessary

HEALTH DECLARATION

Do you have any health or medical conditions that may stop you from fulfilling the job role you have applied for? Please list these and how these are medically managed

REFERENCES

Please include below the name, status, address and telephone number of two referees, one of whom must be your current or most recent employer.

If you are applying for a post which requires unsupervised access to children, the company reserves the right to approach any past employer for a reference. Information requested will include details of your past performance, absences, disciplinary records, reason for leaving and suitability to work with children and young people.

Current / Most Recent Employer and Name of Line Manager

Name:		Job Title:	
Company Name:			
Address:			
Phone Number:		Mobile Number:	
Email:			

Can we contact this person prior to interview for a reference?

Yes ☐

No ☐

2. Previous Employer and Name of Line Manager

Name:		Job Title:	
Company Name:			
Address:			
Phone Number:		Mobile Number:	
Email:			

Can we contact this person prior to interview for a reference?

Yes ☐

No ☐

ADDITIONAL INFORMATION

Before completing this section, please read this:

The post for which you are applying is exempt under the provision of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order 1975 (Amendment) (England and Wales) Order 2013.

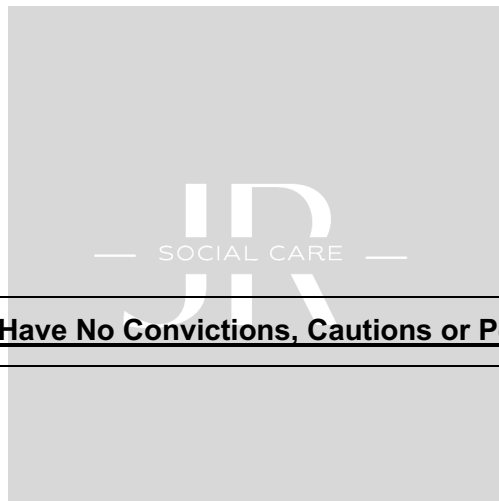
This means you must give full details of any criminal conviction, including any spent convictions, or pending circumstances that might lead to prosecution, conviction, bind-over or caution.

The disclosure of a criminal record, or other information, will not necessarily debar you from appointment. In making this decision JR Social Care Limited will consider the nature of the offence, how long ago and the age you were when it was committed. Also, any other factors, which may be relevant can be given consideration, including considerations in relation to the company's equality policies.

Any information you give will be treated in confidence.

Do you have any criminal convictions, bind-over or cautions in respect of any offence? Yes ☐ No ☐

If YES Please Give Details.



If you have none, please state **"I Have No Convictions, Cautions or Pending Court Cases."**

Are you subject to any current or outstanding disciplinary procedures, or have you ever had action taken against you by an authority regarding children under 18 years old? **If so, please give details.**

Applicants need to be aware that JR Social Care carries out a disclosure on all people we decide to appoint. Information received from the DBS will be kept in strict confidence.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

"I take notice that if I have any convictions and do not declare them, or withhold information which is relevant to my application, or if information provided in my application is untrue, I understand I will be instantly dismissed. I confirm that I have read, understood and have truthfully answered the above questions and that everything else in this application (including any additional pages) is, to the best of my knowledge, accurate and correct."

Are you on the DBS Update Service?

Yes ☐ No ☐

If **YES** please complete the following:

Issue date:

Certificate No:

Print name:

Date:

Signature:

JR
SOCIAL CARE
JR

PRIVATE & CONFIDENTIAL

EQUALITY AND DIVERSITY

JR Social Care Ltd is an equal opportunity employer. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender re-assignment, age or disability. Our recruitment criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the bases of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation. We are committed to an on-going programme of action to make this policy fully effective. You ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information which will be detached from the rest of your application and retained by the H.R. Department before shortlisting.

GENDER Male ☐ Female ☐ Other Description ☐ Question Declined ☐

ETHNICITY

White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	White Other <input type="checkbox"/>
Mixed Other <input type="checkbox"/>	Asian/Asian British: Indian <input type="checkbox"/>	Asian/Asian British: Pakistani <input type="checkbox"/>
Asian/Asian British: Bangladesh <input type="checkbox"/>	Asian/Asian British: Other <input type="checkbox"/>	Black/Black British: Caribbean <input type="checkbox"/>
Black/Black British: African <input type="checkbox"/>	Black/Black British: Other <input type="checkbox"/>	Chinese <input type="checkbox"/>
Other Ethnic Group <input type="checkbox"/>	Not Known <input type="checkbox"/>	Not Disclosed <input type="checkbox"/>

DISABILITY

Under the Equality Act 2010 (Disability) Regulations 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider yourself to be a disabled person? Yes ☐ No ☐ Declined ☐

SEXUAL ORIENTATION - How would you describe your sexual orientation?

Heterosexual ☐ Homosexual ☐ Bisexual ☐ Trans ☐ Declined ☐

RELIGIOUS BELIEFS - What is your religious belief?

Buddhist ☐ Muslim ☐ Christian ☐ Sikh ☐ Hindu ☐ Jewish ☐
 No Religion ☐ Declined ☐ Other Beliefs (please specify):

MARITAL STATUS - How would you describe your status?

Married/Civil Partnership ☐ Single ☐ Widowed ☐ Divorced ☐

Data Protection Act 1998

This form will be detached and will not be seen by the selection panel. Information in this application will be kept confidentially by JR Social Care and used for the exclusive purposes of recruitment and employment. Once the recruitment and selection process is complete, the data will be stored and used for your personnel records. Please indicate your consent for the information to be used this purpose. Yes ☐ No ☐

Job Title / Job Applied For:

Name:

Date of Birth:

Signed:

Date:

Age: