**Office use only**

**Ref no:**



APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

**POSITION APPLIED FOR**

**TITLE** MR/MRS/MISS/MS\* CROSS OUT AS APPROPRIATE

**FIRST NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **LAST NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **POST CODE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE NUMBERS** HOME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAN WE CALL YOU AT WORK?** YES/NO\*

**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| SCHOOL | EXAMS TAKEN | RESULTS | DATE FINISHED (MONTH/YEAR) |
|  |  |  |  |

**FURTHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| PLACE | EXAMS/ COURSES TAKEN | RESULTS | START AND  END DATES (MONTH/YEAR) |
|  |  |  |  |

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS**

|  |  |  |
| --- | --- | --- |
| NAME OF ASSOCIATION | GRADE OF MEMBERSHIP | IS ENTRY BY EXAMINATION? |
|  |  |  |

**CURRENT OR LAST EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME AND ADDRESS OF EMPLOYER | DATES FROM/TO | POSITION, MAIN DUTIES | RATE OF PAY |
|  |  |  |  |

**HOW MUCH NOTICE ARE YOU REQUIRED TO GIVE?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME AND ADDRESS OF EMPLOYER | DATES FROM/TO  MONTH/YEAR | POSITION, MAIN DUTIES | RATE OF PAY | REASON FOR LEAVING |
|  |  |  |  |  |

**NOTE: THIS QUESTION ONLY HAS TO BE ANSWERED IF THE JOB INVOLVES DRIVING**

**DO YOU HAVE A CURRENT DRIVING LICENCE?** YES/NO\*

IF YES, DOES YOUR LICENCE HAVE ANY ENDORSEMENTS OR PENALTY POINTS? YES/NO\*

IF YES, GIVE DETAILS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IF YOU DO ANY VOLUNTARY WORK, PLEASE WRITE DOWN WHAT SORT OF WORK IT IS, HOW MUCH TIME IT TAKES AND FOR WHOM YOU DO THE WORK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **PLEASE WRITE DOWN THE DATES OF ANY HOLIDAYS YOU HAVE BOOKED** | |
| FROM | TO |

**ARE THERE ANY RESTRAINTS ON YOU WHICH MIGHT AFFECT YOUR ABILITY TO DO THE JOB ADVERTISED?** YES/NO\*

IF YES, GIVE DETAILS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GIVE DETAILS OF TWO REFEREES TO COVER YOUR LAST THREE YEARS EMPLOYMENT OR, IF SHORTER, ALL OF YOUR EMPLOYMENT. ONE OF THE REFEREES MUST BE YOUR CURRENT OR LAST EMPLOYER.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME | COMPANY NAME AND ADDRESS | EMAIL ADDRESS | TELEPHONE |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

**CAN WE CONTACT REFEREES PRIOR TO INTERVIEW?** REF. 1 YES/NO\* REF. 2 YES/NO\*

**DO YOU REQUIRE A WORK PERMIT?** YES/NO/DON’T KNOW\*

**PLEASE WRITE DOWN DETAILS OF ANY SKILLS, KNOWLEDGE AND EXPERIENCE YOU HAVE THAT YOU CONSIDER TO BE RELEVANT TO THIS JOB**

**DECLARATION**

**I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS TRUE AND COMPLETE AS FAR AS I KNOW. I UNDERSTAND THAT GIVING FALSE INFORMATION OR DELIBERATELY WITHHOLDING INFORMATION MAY RESULT IN ANY JOB OFFER BEING WITHDRAWN OR, IF I HAVE STARTED WORK, MY DISMISSAL. I HAVE THE RIGHT TO WORK IN THE UK AND CAN EVIDENCE AS SUCH PRIOR TO OFFER OF EMPLOYMENT.**

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE**

|  |  |
| --- | --- |
| CHOSEN FOR INTERVIEW YES/NO\* | STARTING PAY £ PER |
| OFFERED JOB YES/NO\* | START DATE |
| APPOINTED YES/NO\* | REF LETTERS: SENT (1) (2) |
| MEDICAL REQUIRED YES/NO\* | REPLY REC’D (1) (2) |
| NO OF SHIFTS PW HRS PER SHIFT | LETTER SENT |
| TOTAL HOURS PER WEEK |  |



# Equal Opportunities Form

Please tick one box per question where appropriate.

**1. PEOPLE WITH DISABILITIES\***

|  |  |  |
| --- | --- | --- |
| Do you have a disability? | |  |
| Yes | **✓** | If yes, please let us know below if we need to make any particular arrangements if you are selected for interview | |
| No | **✓** |
| I prefer not to answer | **✓** |

………………………………………………………………….………………………………………………………..

……………………………………………………………………………………………………………………………

\* We guarantee to interview all people with disabilities who meet the essential criteria for the job.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. ETHNIC ORIGIN** | |  | **3. GENDER** | |  | **4. AGE** | | | | |  | |
| I consider my ethnic origin to be: | |  | I am: | |  | I am: | | | | |  | |
| **Asian**: | |  | Male | **✓** |  | under 18 | | | | | **✓** | |
| Indian | **✓** |  | Female | **✓** |  | 18 -25 | | | | | **✓** | |
| Pakistani | **✓** |  | I prefer not to answer | **✓** |  | 26 -50 | | | | | **✓** | |
| Bangladeshi | **✓** |  |  |  |  | 51 or over | | | | | **✓** | |
| British Asian | **✓** |  |  |  |  | I prefer not to answer | | | | | **✓** | |
| Other Asian | **✓** |  |  |  |  |  | | | | |  | |
| **Black or Black British**: | |  |  |  |  |  | | | | |  | |
| Black British | **✓** |  |  |  |  |  | | | | |  | |
| Black Caribbean | **✓** |  |  |  |  |  | | | | |  | |
| Black African | **✓** |  |  |  |  |  | | | | |  | |
| Other Black | **✓** |  |  |  |  |  | | | | |  | |
| **Chinese** | **✓** |  |  |  |  |  | | | | |  | |
| **White:** | |  |  |  |  |  | | | | |  | |
| British | **✓** |  |  |  |  |  |  | |
| Irish | **✓** |  |  |  |  |  |  | |
| Other | **✓** |  |  |  |  |  |  | |
| **Mixed:** | |  |  |  |  |  | |  | |
| White & Asian | **✓** |  |  |  |  |  |  | | | | |
| White & Black African | **✓** |  |  |  |  |  |  | | | | |
| White & Black British | **✓** |  |  |  |  |  |  | | | | |
| White & Black Caribbean | **✓** |  |  |  |  |  |  | | | | |
| Other Mixed | **✓** |  |  |  |  |  |  | | | | |
| **Other Ethnic Group** | **✓** |  |  |  |  |  |  | | | | |
| I prefer not to answer | **✓** |  |  |  |  |  |  | | | | |



**APPLICATION FOR EMPLOYMENT - GUIDANCE NOTES**

PLEASE READ THESE NOTES BEFORE YOU COMPLETE THE APPLICATION FORM

# General information

The Yardley Great Trust Group is a charitable company that heads a group of charities aiming to fight poverty and provide high quality care and housing in south east Birmingham. We pay grants to households and community groups to help relieve poverty and provide sheltered housing for older people to live independently as well as residential and nursing care for older people who are no longer able to live independently. The charitable company is governed by a Board of Directors/Trustees who meet regularly to consider progress and review policies. The Company Secretary and Chief Executive is responsible to the Trustees for implementing corporate polices and department managers are responsible for operational policies.

We all aim to provide care and support of the highest quality for our residents and their relatives.

# Right to work in the UK

We do not hold a sponsorship licence at Yardley Great Trust so please bear this in mind when completing your application of employment.

# Forms to complete

### Application for employment

A job description and a person specification are enclosed. Please read these carefully before completing the application form and refer to them when you are describing your skills, knowledge and experience. If there is not enough room to answer a question fully, please continue on a separate piece of paper.

In the “Employment history” section of this form, please ensure that you include all past employment together with accurate dates. **The month and year MUST be given**. If there are any periods during which you were not employed, please explain why briefly and give dates.

### Equal opportunities form

The company has a well developed policy on equal opportunities which aims, amongst other things, to ensure that job applicants are judged only on relevant skills, knowledge and experience. You can help us to judge how well our policy works by completing this form, which will be separated from your job application and will only be used to provide statistics. However, you do not have to complete this form if you do not want to. Your job application will be unaffected whether or not you complete this form.

Please return both forms to the address at the top of the application for employment form.

# What happens next?

Your application will be judged against the person specification. If you are selected for interview, we shall telephone and write to let you know when and where the interviews will take place.

All our clients are vulnerable older people and therefore if you are selected for interview, we shall ask you to complete a form to declare any criminal convictions you have received.

If you have a criminal record, it doesn’t necessarily mean that we won't employ you, that depends on:

* whether the conviction/s is/are relevant to the position in question;
* the seriousness of the offence/s;
* the length of time since the offence/s occurred;
* whether you have a pattern of offending behaviour;
* whether your circumstances have changed since the offending behaviour;
* the circumstances surrounding the offence/s and the explanation you offer.

If you declare a conviction, we shall discuss this with you at your interview and take into account what you say before deciding whether or not we can consider you further.

If you want to discuss your individual circumstances before returning your application form, please telephone us.

If you are offered the job, we shall require you to apply to the Disclosure and Barring Service (DBS) for a “Disclosure Certificate” which will list any criminal convictions against your name and also state whether your name is included on a list, maintained by the Government, of people considered unsuitable to work with vulnerable adults. If we have offered you the job and the Disclosure reveals one or more criminal convictions that you have not previously disclosed to us, we may withdraw the job offer.

As an organisation using the DBS Disclosure service to help assess the suitability of applicants for positions of trust, the Yardley Great Trust Group complies fully with the DBS Code of Practice regarding thecorrecthandling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available on request.

For more details about the Disclosure and Barring Service and disclosure of criminal and other records, visit *www.dbs.gov.uk*

If you are interviewed, we shall let you know the result of your interview as soon as possible after we have interviewed all the applicants.

*February 2024*