

Post Title: Care Support Worker

CLOSING DATE:



APPLICATION FORM

PERSONAL DETAILS - This section will be detached prior to short-listing, which will be made on a fair basis in line with our Equal Opportunities Policy.

PLEASE COMPLETE THIS FORM IN BLACK INK

SURNAME (block letters): _____ **Mr/Mrs/Miss/Ms**

FORENAME(S) (block letters): _____ **Date of Birth:**

ADDRESS (if this is a temporary address, please also give your usual home address):

_____ **POSTCODE:** _____

REHABILITATION OF OFFENDERS ACT 1974 AND EXCEPTION ORDER 1975

Because of the nature of the work for which you are applying, you must provide information about any convictions. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, which removes the normal operation of the Act in relation to specific occupations, including the provision of Home Care Services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. Crossroads Care Rotherham follows a Code of Practice about the fair use of disclosure information, and a copy is available on request.

If you have no convictions please write NONE

If you do have any previous or outstanding convictions, details of the type of offence, date, sentence, fine etc. should be placed in a separate, sealed envelope which will subsequently be returned to you. It will only be opened if you are considered for the appointment. Such information will be completely confidential to the appointing panel. A criminal record will not necessarily be a bar to obtaining a position.

I declare that the information set out on this sheet is true in all respects and that false information may render me liable for dismissal if I am appointed.

SIGNATURE: **Date:**

TELEPHONE NO: Home:

Work:

Mobile:

Do you have access to a vehicle? YES/NO

Do you hold a full driving licence? YES/NO

PRESENT / LAST EMPLOYER

Name and Address _____

Job Role: _____

Date Started _____ Date Finished (if applicable) _____

Grade/Salary scale _____ Period of Notice _____

Reason for Leaving: _____

SICKNESS AND ABSENCE

How many occasions have you been absent from work during the last 2 years? _____

What is the total number of days absent? _____

How many days parental leave have you taken in the last 2 years? _____

Have you suffered any serious illness during the last 5 years? YES/NO

If yes, please give details: _____

PREVIOUS EMPLOYMENT

Please start with your FIRST job and ensure that any gaps in employment history are explained on a separate sheet of paper attached to the application form.

DATES From/To	EMPLOYER	POSITION	REASON FOR LEAVING	SALARY ON LEAVING

REFERENCES

Please give details of two people who can be contacted for a reference. These **MUST NOT** be relatives and one must include your present or most recent employer. It is our policy to obtain references prior to interview.

<u>EMPLOYER REFERENCE</u>	<u>OTHER REFERENCE</u>
NAME	NAME
ADDRESS	ADDRESS
OCCUPATION	OCCUPATION
TELEPHONE:	TELEPHONE:

FURTHER INFORMATION

Please tell us about yourself and why you would like to work for Crossroads Care Rotherham. Include details of any relevant qualifications you hold and any experience you have that you could use in your work with Crossroads Care. This could be paid or voluntary employment and any personal experience you may have. Please attach additional sheets if required.

I have attached ____ additional sheets (Indicate how many sheets you have attached)
I have attached information about regarding convictions: YES/NO

I declare that the information on this application form is true and accurate, to the best of my knowledge.

Signature _____ Date _____

If untrue or inaccurate information is recorded, any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

THIS FORM SHOULD BE RETURNED TO:

**Crossroads Care Rotherham
Unit H, The Point
Bradmarsh
Rotherham S60 1BP**

EQUAL OPPORTUNITIES MONITORING FORM

Crossroads Care Rotherham strives to be an Equal Opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order, therefore, to have accurate information about our own performance we would be grateful if you could co-operate with us by completing this Monitoring Questionnaire and returning it with your application form. This questionnaire will not be seen by the recruitment panel. All information received will be treated in strict confidence. If you feel that our recruitment procedure has unfairly discriminated against your application to work with us, please take this opportunity to tell us.

Post applied for: _____

Where did you see this post advertised? _____

ETHNIC ORIGIN:

How would you describe your cultural or ethnic origin?

NB: Please note that ethnic origin is not a matter of nationality, right of abode in the UK, or the place of birth. (Tick one box only)

- Asian or Asian British – Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Any Other Asian Background
- Black or Black British – African
- Black or Black British – Caribbean
- Black or Black British – Any Other Black Background
- Chinese
- Mixed – White and Asian
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Mixed – Any Other Mixed Background
- White – British
- White – Irish
- White – Any Other White Background
- Any Other
- Not Known/Not Provided

GENDER :

Male

Female

DISABILITY/IMPAIRMENT:

Do you consider yourself to be a person with a disability/impairment as described by the Disability Discrimination Act 1995?

ie Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

Yes

No

Recruitment of Ex-Offenders

1.0 GENERAL PRINCIPLES

1.1 As an organisation using the Criminal Records Bureau (CRB) disclosure service to assess applicants' suitability for positions of trust, Crossroads Care complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

1.2 Crossroads Care is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, marital status, sexual orientation, gender re-assignment, age, ethnic origin, disability, religion or belief, lack of religion or belief, political opinion or offending background.

1.3 This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process.

1.4 We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

1.5 A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

1.6 Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Crossroads Care, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

1.7 Unless the nature of the position allows Crossroads Care to ask questions about an applicant's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

2.0 TRAINING

2.1 We ensure that all those in Crossroads Care who are involved in the recruitment process have been suitably trained and have adequate support and guidance to enable them to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

3.0 INTERVIEW

3.1 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

3.2 We make every subject of a CRB disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

3.3 We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

3.4 **Having a criminal record will not necessarily bar anyone from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.