



117 Main Road, Quadring, Spalding, Lincs. PE11 4PJ
Tel. 01775 820 885

Stonehaven Job Application Form

Please ensure that you read and complete **all** sections in this document, ensure you **sign and date the declaration** at the end of this form.

There is no need to attach a C.V.

In the Personal Details area we ask you to provide us with any previous names you may have held (i.e. - maiden name, etc.). We do this because the post you have applied for requires a DBS certificate (Disclosure and Barring Service enhanced disclosure procedure) to be held. We will apply for a DBS certificate on behalf of all successful applicants.

Please note that we are prohibited under the Asylum, Immigration and Nationality Act of 2006 to employ a person who does not have a legal right to work in the UK.

Post Applied for:

If you are applying for a part-time post, please tell us your availability below:



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Your Personal Details

Post applied for:

Forename(s):

Surname:

Any previous name(s):

Address:

Postcode:

Telephone: Alternative telephone:

Mobile:

Email:

National Insurance Number:.....

Do you have the legal right to work in the UK? Yes No

If your answer is 'Yes', but there are conditions, please specify them below:

Safeguarding and Complaints

Have you ever been subject to a safeguarding allegation or investigation?

Yes No

Have you ever been referred to the Independent Safeguarding Authority Barred List?

Yes No

If 'Yes', please provide details:

Have you ever had any complaints made against you?

Yes No

If 'Yes', please provide details:

Education and Training

Please provide details of your education, putting the most recent first, including secondary schools, further and higher education, professional qualifications, e-learning etc. Please be prepared to provide original certificates.

Educational Establishment & Address	Subject & Grade Achieved

Please continue on another sheet if necessary

Employment History

1. Present/previous employer:

Address:

Postcode:

Job title:

Duties

Full time Part time

Date employed from to

Reason for leaving

No approach will be made to your present employer before an offer of employment is made to you.

Please provide a full employment history, including the dates from and to & your reason for leaving.

Dates mm/yyyy	Job Title & Duties	Name & Address of Employer	Reason for Leaving

Please continue on the back of the last page if necessary

Details and explanation of any gaps in your employment history

Please tell us why you applied for this job and why you think you are suitable for the position.

References

*If you have worked with children or vulnerable adults (i.e. health or social care) you **must** provide a reference from those employers.*

1. Present/previous employer:

Address:

Postcode:

Job title:

Duties:

2. Previous employer

Name:

Address:

Postcode:

Job title:

Duties:

Do you consider yourself to have a disability? Yes No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

Please tell us if there are any dates when you will not be available for interview

Employment History - Criminal Convictions

The post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act under the Rehabilitation of Offenders Act (Exceptions Order) 1975. All previous convictions must be declared. No conviction may be considered spent, too old or too minor to not be included.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975			
Have you ever been convicted of any criminal offence by a court of law? YES/NO			
Have you ever been subject to any form of disciplinary action or dismissal YES/NO			
Date	Place	Offence	Sentence
The fact of such a condition will not necessarily debar you from employment. A current satisfactory DBS will be a condition of any employment.			

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature Date



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FLU VACCINATION

I have had a flu vaccination Yes No Date:

As a further safeguard for our service users
I have **no** objection to being given the flu vaccine. (Tick to agree)

DECLARATION

I declare that I have answered the above questions fully, honestly and completely. I know of no reason why I should not be suitable for the post applied for or unable to fulfil the roles and responsibilities of the position I have applied for. I understand that any false statement or omission may be sufficient cause for rejection or, if employed, dismissal.

I understand and agree to work according to the job description of the position for which I am applying.

Name:

Signature:

Date:



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Equality and Diversity Monitoring Form

Stonehaven wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Gender Male Female Prefer not to say

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual Prefer not to say

If other, please write here:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh
Prefer not to say

If other religion or belief, please write here:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your ideal working arrangement?

Day Shifts Night Shifts Flexible shifts Flexi-time Staggered hours
Prefer not to say

If other, please write here:



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What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

White

English Welsh Scottish Northern Irish Irish British Prefer not to say

Any other white background, please write here:

Mixed/Multiple Ethnic Groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write here:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write here:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write here:

Other Ethnic Group

Arab Prefer not to say

Any other ethnic group, please write here:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

