

Job Application Form (DBS Roles)

Please email people@corservcare.co.uk if you have any questions on how to complete this form or if you require it in a different format or language

The information you provide will help us make a fair decision in the selection process.

We are an equal opportunities employer.

About the role			
Role applied for:		Ref no:	n/a
Company:	Corserv Care Ltd	Location:	

About you			
Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:	(You can get this from the Department of Work and Pensions)		

Your current or most recent employment			
Note: If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.			
Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
Main duties and responsibilities:			

Previous employment or experience

Start with the most recent first and work backwards. We cannot accept applications with an incomplete history. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).

Dates (mm/yy)		Employer or Reason for gap	Job title, duties and responsibilities	Reason for leaving
From	To			

Qualifications achieved from secondary, higher and further education

Type of qualification (GCSE, NVQ, Degree etc)	Subject title of qualification	Grade	Date achieved (dd/mm/yy)

Other training, courses and self-development, and Membership of Professional Bodies

Name of provider/college. Or Institute/association	Title of course/training, e.g. First Aid at Work. Or Membership level.	Qualification (if relevant)	Date achieved (mm/yy)

Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action/s and the result. If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

Why are you interested in applying for this role?

What experience do you have from previous roles or responsibilities that make you a great candidate for this role?

What skills and behaviours do you think are most important in this role?

Do you have previous experience working in care?

Safeguarding children, young people and vulnerable adults

We are committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

Interview requirements

We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know:

Declaration of criminal convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'.

Do you have any spent or unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes	No
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If yes, please provide details:

Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?	Yes	No
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If yes, please provide details:

Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure Barring Service (DBS). Appointment will be subject to the information received from the DBS.
I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS and that Corserv Care will request my authorisation for such a check to be made.

Signature:

Date:

Disclosure of interest

Have you ever received a redundancy payment or pension from a local authority?	Yes	No
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If yes, please give details including month and year:

Corserv Care is not a Licensed Sponsor, so is unable to provide Certificates of Sponsorship. Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?	Yes	No
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If yes, please provide details:

The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.

If needed, do you have access to transport?	Yes	No
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If needed, do you have a full current UK driving licence?	Yes	No
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The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?	Yes	No
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If no, please provide details of your other role(s) and the days and hours you work:

Canvassing of our Councillors and employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a Councillor or employee of

Cornwall Council your application may be disqualified and, if appointed, you may be dismissed without notice.		
Are you related to, or have you formed any relationship (personal, financial or professional) with any current Councillor or employee of Cornwall Council, or School Governor? If yes, please give details:	Yes	No
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? If yes, please give details:	Yes	No
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? If yes, please give details:	Yes	No

How we protect your personal information

All information and documentation requested as part of the recruitment and selection process will be processed in accordance with the General Data Protection Regulations and will not be sold to any third party. We keep on file information from your CV/application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. Unsuccessful CVs/application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes. Successful CVs/application forms will be added to the new employee's employee file and kept in accordance with retention guidelines.

Your declaration

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signature (applicant):		Date:	
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.			
If you have completed this form on behalf of the applicant, please add your details:			
Name (printed):		Contact number:	

Thank you for taking the time and effort to complete this application form. Please return your completed application form to: people@corservcare.co.uk by the advertised closing date.