**APPLICATION FORM**

**Private and Confidential** - Upon completion please return to: [gemma.tullett@thamesgroupuk.com](mailto:gemma.tullett@thamesgroupuk.com)

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| **Date of application:** |
| **Position Applied For:** |
| **If referred by a friend – please state their name here:** |

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| **Title** | **First Names** | **Surname** | **Previous Surname**  **(If different at birth)** |
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| **Date of Birth** | **Current Driving License?** | **Home Telephone No** | **Mobile Telephone No** |
| / / | Yes  No |  |  |

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| **Email address:** |
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| **Home Address:** |
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| **Postcode:** |

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| **National Insurance Number** |  |
| **Are there any restrictions on you taking up work in the UK?** | Yes  No  **If YES please give details:** |

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| **EDUCATION / QUALIFICATIONS**  **Name of School / College Attended** | **Dates Attended** | **Subjects studied and grade obtained** |
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| **OTHER RELEVANT TRAINING AND QUALIFICATIONS:** |
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| **EMPLOYMENT HISTORY**  **Name and Address of Employer** | **Job Title and Duties** | **Salary on leaving** | **Reason for leaving** |
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| **Current Notice Period:** |
| **Please list any other employment that may continue if successful: (e.g. voluntary work, agency work etc)** |

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| **EQUAL OPPORTUNITIES MONITORING:** |
| We are an equal opportunity employer. The aim of our policy is to ensure that no job, candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.  All employees are given an equal opportunity and are encouraged to progress within the organisation.  We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please complete the following information: |

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| **Ethnicity Code (please tick)** | | | | | |
| White British |  | Black or British Black African |  | Asian or British Asian |  |
| White Irish |  | Mixed White and Black African |  | Chinese |  |
| White Other – Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Black Other – Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Any other ethnic background – Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **Gender:** | Male  Female  Prefer not to say |

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| **I would consider myself to have a disability.**  **If ‘YES’ please provide details:** | Yes  No |

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| **Reference Details** | **Please provide details of your two most recent employers who can provide information relating to your competency in a caring role. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.** | |
| **1st Contact** | | **2nd Contact** |
| **Contact Name and Position** |  |  |
| **Telephone Number** |  |  |
| **Email Address** |  |  |
| **Organisation** |  |  |

**POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS**

1. As an organisation using the Disclosure and Barring Service (DBS) and/ or the Scottish Criminal Records Office (SCRO) Disclosure Service and or AccessNI to assist in assessing applicants suitability for positions of trust, the company complies fully with the DBS/SCRO/AccessNI Code of Practice (a copy of which is available upon request) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure based on a conviction or other information revealed.
2. We actively promote equality of opportunity for all and we select candidates for interview based on their talent, skills, qualifications, and experience. We welcome applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applications will be made aware of these at all stages of the recruitment process.
4. Where 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.
5. Unless the nature of the position allows the company to ask questions about a candidate’s entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders legislation
6. We ensure that all those in the company who are involved in the recruitment process have been suitably trained 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.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other mater that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an application from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

**CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject disclosure to employers and cannot be taken into account. In addition, **you are required to submit to a Criminal Records Bureau check.** Any standard or enhanced disclosure made by the DBS/SCRO will remain strictly confidential.

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| **Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?**  **If YES, please give details:** | Yes  No |

**SAFEGUARDING FOR VULNERABLE ADULTS AND CHILDREN**

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| **Have you ever been involved in any disciplinary proceedings or subject to and disciplinary investigation?**  **Please confirm whether there have been any allegations raised against you or any investigations previously in respect of the health and safety of or behaviours towards vulnerable adults and / or children?**  **If ‘YES’ to either question, please state the nature of the allegation / investigation / proceedings and outcome.** | Yes  No    Yes  No |

**SPECIAL REQUIRMENTS (CARE SECTOR)**

Because this position involves the care of children and/or vulnerable adults’ employment is dependent on the following:

1. Your written consent to obtaining a standard/enhanced disclosure certificate from the Disclosure & Barring Service or an approved umbrella body.
2. Such disclosure being acceptable to us.
3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references.
5. That you will supply a photograph of yourself for retention in your records.
6. Evidence of physical or mental suitability for your work.

**CANDIDATE DECLARATION (Please read before signing)**

1. *I confirm that the information I have provided on this application form is accurate and complete and that the certificates I produce to verify my qualifications, skills and experience are authentic. I understand and accept that any untrue or misleading information I present will give my employer the right to reject my application or withdraw or terminate any contract of employment offered or in force at any time.*
2. *I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.* (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor.)
3. *I agree that my previous employers may be approached prior to, or after interview for references. I also agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Scottish Criminal Records Office for a standard or enhanced (as appropriate) disclosure. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn, or my employment terminated at any time.*
4. *I understand and accept that the documents I produce to prove my identity and eligibility to work in the UK may be verified with the UK Border Agency.*
5. *If my application is successful I authorise the Control Room staff to use my phone number(s) to contact me regarding shift times and availability.*

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| **Date of application:** |
| **Print Name (BLOCK CAPITALS):** |
| **Signature of Applicant:** |