

Full name:		Date:	
Address:		Date of Birth:	
Home Phone:		Email Address:	
Mobile Phone:			
Date Available:		National Insurance Number:	
Position Applied for:			
Are you a citizen of the United Kingdom?		If no, are you authorised to work in the U.K.?	
☐ YES ☐ NO		☐ YES ☐ NO	
Do you hold a Full Driving License?		Any Endorsements? If Yes please detail:	
☐ YES ☐ NO			

Please give details of all previous employment since leaving education and account for any period of unemployment, to include periods of travelling, maternity leave. If more space is needed please continue on a separate sheet.

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Reason for Leaving

Please give details of all academic, professional, vocational or technical qualifications held by you, giving the dates and the name and address of the place obtained. If more space is needed please continue on a separate sheet.

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

Training/Continuing Professional Development

Please give details of relevant training /development activities.

Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Personal Statement

Please give details of your reasons for applying for this post:

Personal Statement continued

Referring to the person specification, please give details of your experiences, abilities and attributes that make you suitable for this post:

Referees

Please give names and addresses of two referees, including telephone numbers and email addresses. They will be asked to provide information about your ability to carry out the job. At least one should be your present employer, (last employer if unemployed, school or college, if a student).

Referee 1:

Address:

In what capacity do you know the above?

May be contacted if offered interview? ☐ YES ☐ NOReferee 2:

Address:

In what capacity do you know the above?

May be contacted if offered interview? ☐ YES ☐ NO

Disability

Do you consider that you have a disability as defined by the Disability Discrimination Act 1995 which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

☐ YES ☐ NO

If **yes** please give brief details of the disability:

Absence

How many occasions and days have you had away from work in the past 12 months?

Do you have any medical issues that could impact on your ability to do the job?

☐ YES ☐ NO

If **yes** please give brief details

Rehabilitation of Offenders Act 1974 – Notice to Offenders

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Due to the nature of the establishment, your entitlement to withhold information which, for other purposes is 'spent' does not apply and should be declared unless otherwise "protected" from disclosure under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Please detail any convictions below. Failure to disclose convictions may lead to dismissal. Any disclosures will be treated in the strictest confidence and will be considered only in relation to this application.

Do you have any criminal convictions? ☐ YES ☐ NO

If **yes** please give details:

These details will be checked with the police as the post involves working directly with children.

Have you ever been subject to a disciplinary procedure or gross misconduct within your past or current employment? ☐ YES ☐ NO

If **yes** please give details:

These details will be checked with your previous employer as the post involves working directly with children. If yes, please give detail on an attached additional information sheet, place in a sealed envelope marked Confidential.

Disclosure and Barring Service (formally CRB)

Any person who is offered employment with us will be required to complete a DBS Application Form before starting work and will be made aware of the DBS Code of Practice.

Declaration:

I declare that to the best of my knowledge the information given in this application is correct. I understand that any false or inaccurate information will invalidate my application and if I become employed may result in my dismissal. I understand that de novo care will approach any of your employers for a reference and/or verification of the reasons for period of employment ending.

Signature of Applicant:

Date:

Dear Applicant

Recruitment Monitoring

de novo care is an equal opportunities employer.

In order that de novo care can monitor the effectiveness of our advertising strategies and recruitment programmes to ensure they are open to all sections of the community, we use a Diversity Questionnaire with the intention of having a separate, confidential record, where the obtained information about the vacancy you applied for and information about the protected characteristics within the Equality Act 2010 listed below:

- Age
- Disability
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief – this includes non-belief
- Sex
- Sexual orientation

To assist us in this, it would be helpful if you would take the time to complete this questionnaire in full. Please ensure that you include the vacancy title at the top of the page.

The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes. This information will not be seen by any person involved in selection for the post for which you are applying.

The diversity information you provide will enable de novo care to monitor the effectiveness of our Equal Opportunities Policy and meet our legal obligations under the Equality Act 2010. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity goals and in ensuring a truly inclusive working environment. This information is only used for research and statistical analysis.

Diversity information is defined by the DPA as "sensitive". It is not mandatory to supply "sensitive" information, but should you do so it will not affect your application in any way.

The information you give will be held on an electronic system by de novo care.

If you are appointed we will also use the information you provided on disability to ensure that we are meeting our obligations under the Equality Act 2010 to make reasonable adjustment to the work place so that a disabled person is not at any substantial disadvantage compared to a non-disabled person.

Any disclosures will only be made if we are required to do so by any court order or similar process, or as required by law.

Thank you for your co-operation.

Diversity Monitoring Form

Job applied for:

AGE

What is your age? Please mark 'X' in one box only

- | | |
|---------------------------------------|---|
| ☐ 16-19 | ☐ 20-24 |
| ☐ 25-29 | ☐ 30-34 |
| ☐ 35-39 | ☐ 40-44 |
| ☐ 45-49 | ☐ 50-54 |
| ☐ 55-59 | ☐ 60+ |
| ☐ 65+ | ☐ Prefer not to say |

Disability

A disabled person is defined under the Equality Act 2010 as someone with a 'physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day-to-day activities.'

Do you consider yourself to be disabled under the Equality Act 2010? Please mark 'X' in the appropriate box.

- ☐ **Yes** ☐ **No** ☐ **Don't know**

Please indicate by marking 'X' in the appropriate box, mark all that apply.

- | | | |
|----------|--------------------------|---------------------------------------|
| A | ☐ | Hearing impairment |
| B | ☐ | Visual impairment |
| C | ☐ | Speech impairment |
| D | ☐ | Mobility impairment |
| E | ☐ | Physical co-ordination difficulties |
| F | ☐ | Reduced physical capacity |
| G | ☐ | Learning difficulties (e.g. dyslexic) |
| H | ☐ | Mental ill health |
| I | ☐ | Progressive conditions |
| J | ☐ | Other (please specify) |

Reasonable Adjustments

The Equality Act 2010 requires all employers to make reasonable adjustments for disabled employees.

Should you be successful in your appointment to the post, do you require any reasonable adjustments to be put in place?

Please specify in the box below:

Ethnic Origin

de novo care wants to ensure that all applicants are treated equally whatever their race, colour or ethnic origin. To do this we need to know about the ethnic origin of people who apply to join us. These categories were used in the 2011 Census and are listed alphabetically. Which groups do you most identify with?

Please mark 'X' in only **ONE** box in column A and only **ONE** box in column B

COLUMN A		COLUMN B	
A	☐ British or Mixed British	ASIAN	
B	☐ English	A	☐ Bangladeshi
C	☐ Irish	B	☐ Indian
D	☐ Scottish	C	☐ Pakistani
E	☐ Welsh	D	☐ Any other Asian background (please specify)
F	☐ Any other? (please specify) 	BLACK	
		E	☐ African
		F	☐ Caribbean
		G	☐ Any other Black background (please specify)
		CHINESE	
		H	☐ Any Chinese background (please specify)
		MIXED ETHNIC BACKGROUND	
		I	☐ Asian and White
		J	☐ Black African and White
		K	☐ Black Caribbean and White
		L	☐ Any other Mixed ethnic background (please specify)
		WHITE	
		M	☐ Any White background (please specify)
		ANY OTHER ETHNIC BACKGROUND	
		N	☐ Any other ethnic background (please specify)

Sex

Please state your sex:

☐	Female	☐	Male	☐	Prefer not to say
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Sexual Orientation

de novo care wants to ensure that all applicants are treated equally whatever their sexual orientation. To do this we need to know about the sexual orientation of people who apply to join us. We should therefore be grateful if you would complete the following question. Your answer will be treated in the strictest confidence and will not affect your job application in any way.

Which group do you most identify with? The options are listed in alphabetical order.

Please mark 'X' in **ONE** box only:

A	☐	Bi-Sexual	D	☐	Heterosexual/straight
B	☐	Gay woman/lesbian	E	☐	Other
C	☐	Gay man	F	☐	Prefer not to say

Religion or Belief

What is your religion or belief (including non-belief)? Please mark 'X' in the box below as appropriate.

☐	Agnostic	☐	Pagan
☐	Atheist	☐	Sikh
☐	Bah'ai	☐	Rastafarian
☐	Buddhist	☐	Scientologist
☐	Christian – Catholic	☐	Shinto
☐	Christian – Protestant	☐	Jehovah
☐	Christian – Other	☐	No religion or belief
☐	Hindu	☐	Prefer not to say
☐	Humanism	☐	Any other religion or belief
☐	Jain	☐	Please specify below, if you wish.
☐	Jewish		
☐	Muslim		

Advertising Effectiveness

de novo care internally monitors the effectiveness/impact of advertising vacancies and is constantly seeking to put the various forms of advertising to the best use to attract as diverse a range of candidates as possible.

We recognise that you may have learnt about the vacancy from various sources, but we want to know how you became aware of this vacancy.

HOW DID YOU GET DETAILS OF THIS VACANCY? Please mark 'X' in the appropriate box(es) below:

☐

Publication

(Please specify which newspaper(s) or magazine(s) you saw the advert in)

☐

de novo care Website

☐

Other Website

(Please specify from which website(s) you saw the advert)

☐

Job Centre

☐

Word of Mouth

☐

Other

FOR HR PURPOSES ONLY

Recorded

Date