



Job Application Form

Vacancy Title:

Support Worker

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

--	--	--	--	--	--	--	--	--

Driving Licence

Yes ☐ **No** ☐

Do you hold a full, clean driving licence valid in the UK?

2. Preferred hours

Our workers to be willing to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please tick when you are **available**:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

3. Education/Qualifications

School (secondary)	Study Dates	Qualification	Grade
College/University	Study Dates	Qualification	Grade
Ongoing Professional Development	Study Dates	Qualification	Grade

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

4. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: Leaving Date:

Reason for Leaving:

Salary on leaving this post: Contact Name of Line Manager for reference:

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: Leaving Date:

Reason for leaving:

Salary on leaving this post: Contact Name of Line Manager for reference:

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for Leaving

Salary on leaving this post:

Contact Name of Line Manager for reference

Brief description of duties:

Continue on a separate sheet if necessary.
You must demonstrate a full employment history from your time of leaving education. Please ensure that you give reasons for any gaps in your employment history.

5. Information in support of your application

Skills, abilities and experience
Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

Continue on a separate sheet if necessary

6. Convictions/ Disqualifications

To ensure the safety of our service users, a DBS check must be completed for all positions. If a check is returned and reveals any information, this will be discussed with the applicant and a decision as to whether the offer of employment should be withdrawn will be made.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“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 Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

7. Reasonable Adjustments/Arrangements for Interview

Please contact us if you need the application form in an alternative format.

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be?

If appointed when could you start? Give period of notice if applicable

References

Please give the detail of **two** references

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

**Name of Referee
1 and relationship
to you:**

Address:

Postcode:	
Email:	Tel:

**Name of Referee
2 and relationship
to you:**

Address:

Postcode:	
Email:	Tel:

Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Special Connexions Limited can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

PLEASE RETURN COMPLETED FORMS TO:

specialconnexionsuk@gmail.com

OR

Post to:

Special Connexions
22 Victoria Road
Stamford
Lincolnshire
PE9 1HB