

**CAUTION, 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.

In addition **you are required** to submit to a Criminal Records check. Any standard or enhanced disclosure made by the DBS will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)

If YES, please give details.

**REFERENCES**

Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (references for qualified Nurses must be professional). 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, the company reserves the right to approach **any** past employer for a referee.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No.		Tel No.
	May the company approach the above prior to interview? Yes/No		May the company approach the above prior to interview? Yes/No

**HEALTH DETAILS**

Manual handling is an intrinsic function to all support roles. Please give details below of any medical condition/s that may affect your ability to physically support clients.

In line with the Equality Act 2010, please give details below if you have a disability and require reasonable adjustments to be made if you are invited in for an interview.

**DECLARATION (Please read carefully before signing this application)**

- I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I agree that should I be successful in this application, I will, if required, apply to the Criminal Records/Scottish Criminal Records Office for a standard or enhanced (as appropriate) disclosure. I also agree that the company may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signed: .....

Date: .....



**SUPPORTING INDEPENDENCE LTD**

Living the life you choose

**APPLICATION FOR EMPLOYMENT**

**PRIVATE & CONFIDENTIAL**

Return this form to: Registered Manager  
Supporting Independence Ltd  
2 Old Stocks  
Nepcote Lane  
Findon  
West Sussex BN14 0SA  
Tel: 01903 877920

**POSITION APPLIED FOR** \_\_\_\_\_ **Ref No:** .....

Title:	Tel. Nos (please include code):
	(Home):
Surname:	(Work):
	(Mobile):
Forename(s):	Current driving licence? Yes/No
	Groups: Expiry Date:
Address:	Details of Endorsement:
	Are there any restrictions on you taking up work in the UK? Yes/No (If yes please provide details)
Postcode:	
E-mail address:	Registration/PIN Number (Nursing/Social Worker/Other Professional qualification)
NI No. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**CURRENT / MOST RECENT EMPLOYMENT:**

Position Details	Current/Most Recent	(indicate which the following details apply to)	
Employer			
Position			
Duties			
Basic Salary		Additional Allowances	
Reasons for Leaving			
Notice Required		Start Date	Leaving Date

**EMPLOYMENT HISTORY CONTINUED (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)**

From - To	Name & Address of employer	Job Title & Duties	Salary on leaving	Reason for leaving

Further jobs please use additional paper (tick)

**EDUCATION (including Part Time) - Secondary, Further or Higher Education**

Establishment (name and town)	From	To	Examinations taken	Date	Result/Grade

**EDUCATION AND QUALIFICATIONS:**

Job related qualifications and membership of professional bodies (includes vocational and non-vocational courses). Please include date admitted to professional body and whether by exam or election. (Continue on a separate sheet if necessary).	
Course Title/Professional Body	Date Achieved & Grade/Level

**GENERAL COMMENTS**

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. (Continue on additional sheet if necessary).

**OTHER EMPLOYMENT**

Please note any other employment you would continue with if you were to be successful in obtaining this position.

**LEISURE**

Please note here your leisure interests, sports and hobbies, or other pastimes, etc