

3 East Park
 Crawley
 West Sussex
 RH10 6AN
 01293 550140



APPLICATION FORM

Southern Adolescent Care Services is an equal opportunities employer and does not discriminate against any person on the grounds of sex, race, ethnic origin or disability.

(Please print in blue or black ink and then return to the Personnel Department at the above address)

POST DETAILS	
Position applied for:	(Delete as appropriate) Part Time/Full Time/Bank

PERSONAL INFORMATION	
Surname:	Forenames:
Title (Mr, Mrs, Miss, Ms, etc):	Previous names (ie maiden name):
Present Address:	Daytime Telephone No:
	Date of Birth:
Post Code:	National Insurance No:

If, during the previous five years, you have resided at any other addresses, please include these on the reverse of this sheet. We are required to hold a full five year address history for all employees.

Do you hold a full Driving Licence?	Do you have use of a: car/motorbike/bicycle (delete as appropriate)
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Why are you looking to leave your current post:	
Is there any notice period required:	How did you hear of this vacancy:
Have you made a previous application to the Company? If so, when was this?	
Do you know anyone who works for Southern Adolescent Care Services?	
Please use the space below to tell us why you are interested in the post for which you are applying:	

ADDRESS HISTORYDate From
(month & year)Date To
(month & year)

Full Address

Date From (month & year)	Date To (month & year)	Full Address

EDUCATION

Name & Address of School/college with dates	Qualification Gained	Date	Grade

Other qualifications, courses or training relevant to this post:

EMPLOYMENT HISTORY

Please give details of work history – please include periods not in employment along with details and an explanation for the gap between jobs. We will require a complete five year history which will be used by our Referencing Team. Please continue on a separate sheet if needed.

Date From	Date To	Name and Address of Employer	Job title, duties and reason for leaving

Do you belong to a trade union/professional association?

DECLARATION OF CRIMINAL RECORD

Because of the nature of the role for which you are applying, you are required to disclose details of any and all criminal records. Details must be disclosed upon application or interview. Only relevant convictions/cautions and other information will be taken into account so disclosure is not necessarily a bar to obtaining this position. Any information disclosed will be confidentially held under the Data Protection Act which requires information to be processed fairly and lawfully, is only disclosed in appropriate circumstances, is accurate, relevant and not held longer than necessary, and is kept securely.

The provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 do not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter further with you at interview. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you require further information or have any concerns about completing this declaration, please contact our Personnel Department on 01293 550140.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Please note that the post you have applied for is excepted from the *Rehabilitation of Offenders Act 1974*, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed whether spent or unspent and will show up on the Enhanced Disclosure that we are required to apply for from the Criminal Records Bureau.)

Yes/No

If yes, please give details of offences, penalties and dates

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes/No

If yes, please give details

I confirm that the information I have given is correct and complete and that misleading statements may be sufficient for cancelling any employment agreements made. Because of the sensitive nature of the role, I also understand that the declaration must include any and all details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand too that an Enhanced disclosure will be sought in the event of a successful application.

Signed:

Date:

OTHER INFORMATION

Have you ever been subject to any of the following (please enter details and dates if appropriate):

Disciplinary Action	
Suspension	
Dismissal	

MEDICAL

How many working days have you missed through illness in the last year:

How many occasions was this over?

Reasons for absence:

Are you affected by, or have you been diagnosed with, any medical condition:

REFERENCES

Please provide the name and address of a referee who will provide a character reference. This person should not be an employer, past or present, or a relative.

Name and address	Occupation and Relationship to yourself

DECLARATION

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be withdrawn or, if I have already been appointed, I may be dismissed.

I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I have no objection to my details being held on computer records and utilised by the company in pursuit of its legal business. I understand that my application is subject to receipt of a satisfactory CRB Enhanced Disclosure.

I understand my application will be disqualified if I directly or indirectly canvass any member of the company with regard to the post for which I have applied, other than within the formal application process.

Signed:

Date:

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EQUAL OPPORTUNITIES FORM

Recruitment and selection procedures are monitored at random as recommended by the Equal Opportunities Commission and the Commission for Racial Equality. To do this effectively, we would be grateful if you would supply the following information by ticking the boxes.

This information is treated confidentially and will not be used for any other purpose.

Date:	Post Applied for:
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GENDER

Male	Female
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AGE

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ETHNIC ORIGIN

Black Caribbean	Black African	Chinese	White
Indian	Pakistani	Bangladeshi	Irish
Black (other)	Asian (other)	Other (please specify)	

MARITAL STATUS

Single	Married	Widowed	Divorced	Separated
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Do you consider yourself to have a disability	YES/NO
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Your answer should take into account the definition of disability given in the Disability Discrimination Act 1995, which is ‘a physical or mental impairment which has a substantial or long term adverse effect on the persons ability to carry out normal day to day activities’.