clifford house

Application for Appointment of ……

Title: Mr Mrs Miss Ms Other: ……..

Forename(s): …….…….. Surname: ……..……...…

Maiden Name: ……..……

Any other change of name since the age of 18: ……

Full Address: ……

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Postcode: ……Month & Year Moved into address: ……/……

Landline Tel No.: …… Mobile No: ……

Date of Birth: …… Age: ……

Country of origin: ……National Insurance No. ……..

(Please delete as appropriate)

Marital Status: Single Married Divorced Separated Widowed

Do you hold a current Driving Licence ? Yes No

Each resource within Clifford House has its own company car which staff are insured to drive under the company car insurance.

As part of the Clifford House employment contract it is an expectation that you may be required to use your own vehicle for transporting young people and for this you ***must*** be covered on your car insurance for 'business use'

Please provide recent addresses where you have lived over the past 5 years (from date of completing this application) including month and year of move.

If you know that you will be moving within the next few months please also note this address and move date.

Full Address: …….

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…….

Postcode: …….

Month & Year Moved to this address: …… and moved from: ……/……

Full Address: …….

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Postcode: …….

Month & Year Moved to this address: ……/and moved from: ……/……

Full Address: …….

Employment Details

Name and Address of Current / Most Recent Employer:

Postcode:

Telephone Number:

Date Employment Commenced:

Period of Notice Required:

Post Held:

Current / Last Salary:

Brief details of your duties:

Reason for wanting to leave:

If you have already left this employment please state leave date:

N.B. Dates must include month and year in *all* instances. Breaks in employment *must* also be detailed.

Applications cannot be considered unless this information is provided.

Details of all Previous Employment *(**begin with most recent and work backwards first**):*

Employer Name & Address)	Start Date Month & Year	Leave Date Month & Year	Post Held / Duties	Reason for leaving & Salary
				Salary:
				Salary:
				Salary:
				Salary:
				Salary:
				Salary:
				Salary:
				Salary:

Education and Training

Please give details of schools & other education establishments and/or training attended since the age of 12:

Date From	Date To	Establishment	Course	Qualifications grades gained

If you hold any other relevant qualifications please list below
i.e. NVQ 3 in Caring for Children & Young People, First Aid, Health & Hygiene

Course Taken	Where taken	Date taken	Have valid certificate	Yes/No

Supporting Statement

The purpose of the supporting statement is to provide you with the opportunity to state (in your own handwriting) your ***specific and relevant experience and achievements*** to date in support of your application and to show how you meet the person specification.

Referees

Please give the names and addresses of at least **two** responsible persons to whom a reference can be made about your suitability for this post. One of these persons must be your present employer, or your last employer if you are not currently employed and also your employer before that if you have worked for your currant employer less than 12 months. If you have ever been employed in a child care capacity, a reference from your last
employer in this respect is essential.

Name & Address - 1st Employer Reference
(If self-employed please give Accountants details)

Postcode
Telephone Number:
Relationship:
(e.g. Manager/Supervisor)

2. Name & Address - 2nd Employer Reference
(Only applies if you have worked for your present / last employer less than 12 Months)

Postcode:
Telephone Number:
Relationship:
(e.g. Manager/Supervisor)

3. Name & Address: (Character Reference)

Postcode:

Telephone Number:
Relationship:
(e.g. Friend)

If applicable - previous child care employer (if different from employer reference)
If voluntary work in the child care sector undertaken please give these details (e.g. Youth Club/Classroom Assistant)

4. Name & Address:

Postcode:

Telephone Number: Relationship:
(e.g. Manager/Supervisor)

No referee will be contacted unless you are offered, and have accepted, a position at Clifford House

DISQUALIFICATION FROM CARING FOR CHILDREN (ENGLAND) REGULATIONS 2002 DECLARATION

Failure to disclose to Clifford House that your are disqualified from working in a children's home will lead to disciplinary proceedings including the likelihood of dismissal, in which case, depending on the circumstances, a referral may be made to have your name placed on the Protection of Children Act list.

Please tick the box, if the statement is truthful and accurate about you

I confirm that:

1. No child, of which I am a parent, has been made the subject of a care order or supervision requirement, removing him/her from my care?

2. I have not had my rights and powers, in relation to a child of mine, given to a Local Authority in Scotland.

3. No child, of which I am a parent, has been made the subject of an order preventing him/her from living with me.

4. I have not carried on, been concerned in the management of, or had any financial interest in a private or voluntary children's home which has been refused registration, or had its registration cancelled.

5. I have not been concerned in the management of, or had any financial interest in a children's home where the owner or manager has had his/her registration cancelled.

6. I have not been refused registration, or had registration cancelled as a Proprietor or Manager of a children's home.

7. I have not been prohibited from being a private foster parent.

8. I have not been refused registration or had a registration cancelled in relation to nurseries, day care or childminding.

If you are unable to tick any of the boxes above, please give the circumstances (with dates and the names if applicable of the Registration Authority or Local Authority involved).

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I certify that the information given in this declaration is to the best of my knowledge and belief correct and complete.

Signed: …… Date: ……

Please confirm if you are currently or have ever been subject to any investigation or enquiry into abuse or other inappropriate behaviour. If so, please provide details:

If yes please give brief details
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DISCIPLINARY ACTION

Have you been subject to any disciplinary action at work ? Yes No

If yes please give brief details
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Please state how this vacancy came to your attention:

Have you previously applied to Clifford House for any position? Yes / No

Are you acquainted with or related to any current or past member of Clifford House staff: Yes / No

If 'yes' please state name of person(s) and your relationship:

_____

I confirm that the information given is complete and correct to the best of my knowledge. I understand that any appointment may be subject to medical clearance.

Signed ..... Date ……..

Print Name: ……...

Return completed pack to:

Human Resources
Clifford House
Eyecote
Luston
Herefordshire
HR6 0AS

Tel: 0845 618 2602
e-mail: Jacqui@clifford-house.co.uk
www.clifford-house.co.uk

N.B. Criminal Record Disclosures are not portable within Clifford House due to the 'Vulnerable Adults' check that must be done with each new member of staff. Please note that this may take up to 8 weeks to clear.

Clifford House is an Equal Opportunities Employer

IMPORTANT INFORMATION

BACKGROUND CHECKS

If offered a position you will be required to provide the necessary information to enable an Enhanced Criminal Records Disclosure to be made against the Protection of Children Act List (POCA) and the Protection of Vulnerable Adults List (POVA).

You should be aware that the post for which you are applying is exempt under the Rehabilitation of Offenders Act 1974 and as such details of all convictions, whether or not committed as a juvenile, must be detailed on the accompanying Blue 'Disclosure of Criminal Convictions / Cautions' Form.

If you fail to disclose any criminal conviction you are liable to be disqualified from appointment or, appointed, subject to immediate dismissal without notice.

Applicants should also be aware that direct or indirect canvassing regarding the appointment will render applicants liable for disqualification.