



Guidance for completion of application form

Section A Personal details

Please give your full name, address, postcode and telephone number [if you have a telephone].

Please also give your national insurance number and your place of birth.

Section B :The asylum and Immigration Act

<p>In order to be considered for employment, you must provide evidence that you are eligible to work in the United Kingdom. We ask that you bring <i>one</i> of the following original documents, plus a photocopy of this document, with you to your interview:</p>	<p>OFFICE USE ONLY</p>
<p>A passport showing that you are a British citizen, or have a right of abode in the United Kingdom.</p>	<input type="checkbox"/>
<p>A document showing that you are a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.</p>	<input type="checkbox"/>
<p>A residence permit issued by the Home Office to you as a national from a European Economic Area country or Switzerland.</p>	<input type="checkbox"/>
<p>A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.</p>	<input type="checkbox"/>
<p>A passport or other travel document endorsed to show that you could stay indefinitely in the United Kingdom, or have no time limit on your stay.</p>	<input type="checkbox"/>
<p>A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do this type of work if you do not have a work permit.</p>	<input type="checkbox"/>
<p>An Application Registration Card issued by the Home Office to you as an asylum seeker stating that you are permitted to take employment.</p>	<input type="checkbox"/>
<p>IF YOU CANNOT PRODUCE ANY ONE OF THE ABOVE DOCUMENTS YOU MUST PRODUCE <i>TWO</i> FROM THE FOLLOWING COMBINATION OF DOCUMENTS:</p>	
<p><u>First combination (A is essential, plus one other)</u></p>	
<p>A A document giving the person's permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency, and any one of B–H:</p>	<input type="checkbox"/>
<p>B A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR</p>	<input type="checkbox"/>
<p>C A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR</p>	<input type="checkbox"/>
<p>D A certificate of registration or naturalisation stating that the holder is a British citizen; OR</p>	<input type="checkbox"/>
<p>E A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR</p>	<input type="checkbox"/>
<p>F An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR</p>	<input type="checkbox"/>
<p>G A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered; OR</p>	<input type="checkbox"/>
<p>H An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered.</p>	<input type="checkbox"/>

<p><u>Second combination (A is essential, plus one other)</u></p> <p>A. A work permit or other approval to take employment that has been issued by Work Permits UK.</p> <p>Along with a document issued by Work Permits UK, one of the following documents listed at B–C:</p> <p>B. A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR</p> <p>C. A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.</p> <p>THESE COMBINATIONS OF DOCUMENTS CANNOT BE MIXED – IT MUST BE TWO FROM THE FIRST COMBINATION (A plus one other) OR TWO FROM THE SECOND COMBINATION (A plus one other).</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>TICK BOX OF ORIGINAL DOCUMENT SEEN AND COPIED</p>
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Section C The rehabilitation of Offenders Act

Thank you for your interest in applying for this post. The post you are applying for involves working with vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the **Rehabilitation of Offenders Act** you must declare at application if you have any convictions, including pending convictions, cautions, reprimands and warnings, which would otherwise be regarded as ‘spent’ under the Act.

An **Enhanced Disclosure** is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police Records. The Disclosure will also include information from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for working with vulnerable adults.

Community Care Options Ex-Offenders Policy

The disclosure of a criminal record will not prevent you from appointment unless we consider the conviction renders you unsuitable for appointment. In making this decision we will consider the nature of the appointment, the nature of the offence, when the offence occurred and the frequency of offending. Failure to disclose information on a criminal record may disqualify you from appointment or result in immediate dismissal if this discrepancy comes to light.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of this confidence and in line with Community Care Options’ Criminal Records Bureau code of Practice for Registered Bodies.

If your application is successful you will receive further information on how to apply for an Enhanced Disclosure. If you would like to discuss, in confidence, what effect any conviction may have on your application then please contact our Personnel Team On 01204 593821.

Section D - Equal Opportunities Policy

Service Equality and Employment Policy Statement

Community Care Options recognises that it has the power to reduce the disadvantage experienced by people it supports and employs. Community Care Options values the diversity of the local population. We want our service to be accessible and useful regardless of gender, age ethnic origin, religious belief, impairment, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

We also recognise that our ability to meet these diverse needs is improved by having a diverse workforce which generally reflects the local population and which has the skills and understanding to achieve our objectives. We commit ourselves to valuing diversity in our workforce and to developing and training our employees to improve their ability to meet Community Care Options' goals,

We will strive to become an organisation that:

- Accepts that everyone has a right to their distinctive and diverse identities
- Has a workforce generally reflecting the population we serve
- Understands how valuing diversity can improve our ability to deliver a better service and so reduce disadvantage
- Provides a service which is responsive to the diverse needs of different individuals
- Provides a service which is responsive to the diverse needs of different individuals
- Provides all employees with the training and development they need to enable them to achieve Community Care Options goals
- Provides a supportive , open environment where all employees have the opportunity to reach their highest potential

Community Care Options believes that our employees and the people we support have an important part to play in making this happen. We undertake to listen to people and to involve them in the development of services which recognise and value their diversity

Community Care Options requires every employee to recognise his or her own responsibility for contributing to the success of this policy.

Section E - Education and Training

a) Please complete details of all education since primary school.
Start with the most recent
Give details of the dates the schools, colleges universities etc attended
Give details of any qualifications gained.

b) Please give details of any professional studies currently being undertaken

c) Please give details of any training courses attended

d) Please give details of any professional qualification attained

Section F - Current/Most recent employer

Please complete all sections the job title and current salary, The date started and the notice period required.

The name of the employer and the nature of the business. Please give brief details of the reasons for leaving.

Summarise your duties and responsibilities and make reference to the position applied for where relevant

Section G - Previous Employment

Please give details of all your previous employment, including any voluntary work. Give all start dates and leaving dates. Detail if the post was full or part time.

Give brief details of your reason for leaving.

Give details of any periods of unemployment or career breaks.

Any gaps in your employment history must be accounted for.

Section H - Supporting Statement

Use this section to give your reasons for applying for the post.

Read through the job description and person specification to ensure you detail how you meet the essential criteria for the post.

Identify the skills and experience you will bring to Community Care Options

Section I - Continuation Sheet

Use this sheet as a continuation for any of the sections. Use a heading to identify which section you are referring to.

Section J - Safer Recruitment and Selection

Please give any details of any disciplinary action taken against you with the outcome

Please give any details of allegations of abuse, malpractice or professional misconduct made against you together with the outcome

Please give any details of any allegations of harassment made against you together with the outcome.

Section K - Medical Declaration

Please complete this selection and declare any past or present health issues.

Section L - Other Information

Please give details of any absences you have had during the past 2 years of employment with reasons for these absences.

Please give information regarding driving licence

Please give details of access to a vehicle.

Please give details here how you heard about the post for which you are applying

Section M - Referees

Your first reference should be your present employer, or if you are not employed at present, your last employer, or if you are a student your course tutor. Your referees should, where possible, be people who are able to give information about your ability to do the job for which you are applying

Section N - Declaration

Please read this declaration carefully.

You are signing to say that all the information you have given is true and complete. If it is discovered at a later date that any information given is false or incomplete you are ineligible for recruitment or liable to be dismissed.