**Application for Employment: Journey Enterprises**

**Section A**

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| **Role applied for** |  |

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| **Personal Details** |
| **Surname** |  |
| **First name(s)** |  |
| **If you have used any other names, please list these opposite** |  |
| **Address & postcode** |  |
| **How long have you lived at this address (years/months)** |  |
| **Telephone** | **Personal:**  | **Work:**  |
| **Email** |  |
| **Date of Birth** |  |
| **If you have a current enhanced DBS** | **What is the certificate number?**  | **What was the date of issue?** |
| **National Insurance no.** |  |
| **Do you have a disability and require reasonable adjustments?****Please complete the Guaranteed Interview Scheme form.** | **Y** [ ]  **N** [ ]  |
| **Do you have access to suitable transportation for the role i.e. your own vehicle or Access to Work travel assistance?** | **Y** [ ]  **N** [ ]  |
| **Drivers: do you have a D1 category on your driver’s licence?** | **Y** [ ]  **N** [ ]  |
| **Drivers: is your licence free of endorsements?** **Drivers: is your licence time limited?** | **Y** [ ]  **N** [ ] **Y** [ ]  **N** [ ]  |
| **Do you consider yourself fit for the advertised role?** | **Y** [ ]  **N** [ ]  |

**REFERENCES**

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| Please give the names, addresses and telephone numbers of two referees one of which must have known you for 3+ years. One must be your current employer or, if you are currently not working or are studying, your most recent employer or tutor. **We cannot accept references from friends or family members**.  |

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| Referee 1 |
| **Name:**  | **Position/Job Title:**  |
| **Organisational Address**:  | **Telephone no**: **Work email address:** |
| **Relationship to you:**  | **Permission to contact prior to interview Y** [ ]  **N** [ ]  |
| **How long has the referee known you?** | **Under 1 year** [ ]  **1-2 years** [ ]  **3+ years** [ ]  |

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| Referee 2 |
| **Name:**  | **Position/Job Title:**  |
| **Organisational Address**:  | **Telephone no**: **Work email address:** |
| **Relationship to you:**  | **Permission to contact prior to interview Y** [ ]  **N** [ ]  |
| **How long has the referee known you?** | **Under 1 year** [ ]  **1-2 years** [ ]  **3+ years** [ ]  |

**Section B**

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| **WORK HISTORY**Please tell us about your complete work history since leaving secondary or University education. This can be experience gained in employment, self-employment, work placements or volunteering. Start with the most recent employment first. If you have had periods of worklessness you must include these in the work history so that there are no gaps in your chronology. For periods of worklessness please give one of the following reasons for worklessness: unemployed, not actively seeking work or in full time education. |
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 **Current Job Title: Dates from/to**

Contract Type: permanent, temporary or unpaid (voluntary)

Organisation name and address

Contract Hours: full time or part time

Reason for Leaving or wanting to Leave:

Role Responsibilities:

**Previous Roles starting from more recent**

**Job Title: Dates from/to**

Contract Type: permanent, temporary or unpaid (voluntary)

Organisation name and address

Contract Hours: full time or part time

Reason for Leaving or wanting to Leave:

Role Responsibilities:

**Job Title: Dates from/to**

Contract Type: permanent, temporary or unpaid (voluntary)

Organisation name and address

Contract Hours: full time or part time

Reason for Leaving or wanting to Leave:

Role Responsibilities:

**Job Title**: **Dates from/to**

Contract Type: permanent, temporary or unpaid (voluntary)

Organisation name and address

Contract Hours: full time or part time

Reason for Leaving or wanting to Leave:

Role Responsibilities:

**Job Title: Dates from/to**

Contract Type: permanent, temporary or unpaid (voluntary)

Organisation name and address

Contract Hours: full time or part time

Reason for Leaving or wanting to Leave:

Role Responsibilities:

**If you need to add further employment or periods of unemployment please use the continuation sheet at the end setting out your information in the same format as we have provided above.**

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| EDUCATION & QUALIFICATIONSPlease tell us about your education and qualifications including secondary school and any further or higher education. List the most recent first.Please do not enter any qualifications which were incomplete courses (not awarded).You must ensure you include the required English and Maths qualifications. |
| Date from | To | Name of School/College/University | Qualification title & grade awarded  | Date awarded |
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| **TRAINING COURSES RELEVANT TO THIS POST** |
| **Title of Course** | **Name of Training Provider**  | **Year** |
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**Section C**

Please tell us what you have learnt about Journey Enterprises and the job, and why you want to work with us. You need to tell us how your skills, knowledge and experience meets all the **essential criteria** set out in the Job description for the role you are applying for.

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**Section D**

**FIT & PROPER PERSONS DECLARATION**

We are required to assess if potential Directors, service managers and staff applying to work with adults who receive our day-care services are ‘Fit and Proper Persons’.

By signing this application form you confirm that you are not aware of any facts or circumstances which mean that you do not meet the *Fit and Proper Person* requirements of Regulation 5 of the Care Quality Commission Regulations and, in particular, you confirm:

*a) I am not an undischarged bankrupt or a person whose estate has had sequestration awarded in respect of it and has not been discharged;*

*b) I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland;*

*c) I am not a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986;*

*d) I am not a person who has made a composition or arrangement with, or granted a trust deed for, creditors and has not been discharged in respect of it;*

*e) I am not included in the children's barred list or the adults' barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland;*

*f) I am not prohibited from holding the relevant office or position, or from carrying on the regulated activity, by or under any enactment;*

*g) I have the necessary qualifications, competence, skills and experience for the relevant office, or position for which I am applying/or am already employed to do;*

*h) I have not been a Trustee or Manager of a Charity subject to a Charity Commission of England & Wales or Office of the Scottish Charity Regulator investigation;*

*i) I have not been a Trustee or Manager of a Charity or Community Interest Company subject to a regulatory enquiry by Companies House;*

*i) I have not been a Trustee or Manager of a Charity or Community Interest Company subject to a Section 42 Safeguarding enquiry;*

*k) I have not been a Director of a limited Company subject to a compulsory strike off.*

**CONFLICT OF INTEREST DECLARATION**

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| **Category of interest** | **Describe the interest, whether it applies to you, a family member, client or friend, other personal or business connection** |
| Secondary employment or self-employment in which you continue to have a financial interest outside Journey. |  |
| Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc. |  |
| Membership of professional bodies, special interest groups, campaigning/political organisations outside Journey. |  |
| Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests. |  |
| Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.  |  |
| User of Journey services: as a Client or a family member of a Client. |  |
| Personal links to current Clients, Trustees, Senior Managers/Managers. |  |
| Personal links to any prospective or current suppliers of services to Journey or its Clients/families. |  |
| Personal links to any funders, commissioners or regulators of Journey. |  |
| A family member or dependant working for a competitor organisation. |  |
| Any other conflicts that are not covered by the above including those set out in our Conflict of Interest Policy. |  |

**REHABILITATION OF OFFENDERS ACT 1974. EXCEPTION ORDER 1975**

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| The provisions relating to non-disclosure of criminal convictions does apply to people seeking employment within our services.Please answer yes or no to the five questions below:• Have you received a caution by police? • Do you have a criminal record?• Are there any criminal charges pending against you? • Have you been referred to the Disclosure and Barring list? • Have you been registered on the Disclosure and Barring list?If you have answered Yes to any of the above questions please give details here: [maximum 50 words]• I consent to a Disclosure and Barring or Update service check if you are offered employment at Journey Enterprises?.    |

DECLARATIONS

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|  | **Please indicate your consent by ticking/checking the statements shown below:**If appointed I give my consent under the General Data Protection Regulation 2018 for Journey to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices. [ ] If unsuccessful in my application for employment, I give consent for Journey Enterprises to retain my personal data for a period of six months. [ ] I understand that appointment, if offered, will be subject to the information given on this form being correct and to the receipt of satisfactory references and information received from the Disclosure and Barring Service, DBS Adult First Check, Fit & Proper Persons & Conflict of Interest relevant search. [ ] I also understand that appointment may be subject to a satisfactory medical examination. [ ] **Signature:****Date:** |

***ACTION FOR EQUALITY: GUARANTEED INTERVIEW SCHEME***

*Journey aims to ensure that no job applicant or employee receives less favourable treatment than another based on any of the protected characteristics in the Equality Act 2010. The Charity is committed to ensuring staff with disabilities and/or unpaid caring roles are supported in work through appropriate reasonable adjustments, support and signposting.*

 *Registered with Disability Confident Journey Enterprises welcomes applications from candidates with disabilities and unpaid carers. We operate a Guaranteed Interview Scheme for all applicants with disabilities who meet the essential criteria in the person specification. This form is provided in the application pack.*

***SAFEGUARDING ADULTS***

*Journey Enterprises is responsible for safeguarding vulnerable adults in its services. Candidates applying for roles requiring an enhanced Disclosure & Barring Service check are advised that any offer of employment will be subject to successful DBS and Fit and Proper Persons clearance.*

**Continuation Sheet: Employment**