





Application Form

|  |  |
| --- | --- |
| Job position  |  |

|  |  |
| --- | --- |
| Date  |  |

##

## SECTION 1

### Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title |  |
| Forename(s) |  |  |  |
| Any previous names must be declared |  | Date of change  |  |

|  |  |
| --- | --- |
| Preferred name (if different from above) |  |

|  |  |
| --- | --- |
| Home address |  |
|  |
|  |
| Postcode |  |

|  |  |  |
| --- | --- | --- |
| Contact | Home telephone |  |
| Mobile  |  |
| Email address |  |

Your email address will be used for most correspondence in relation to this recruitment exercise, so please check that it is correct, and that incoming emails will not be blocked by any filters.

|  |
| --- |
| Please use this space to tell us if you have preferred telephone contact arrangements. *For example, “Do not call before 9am”.* |
|  |

### Personal Details Continued

|  |  |
| --- | --- |
| Nationality |  |
| Do you require a visa to work in the UK? | Yes  | No  |
| If yes, visa reference |  |
| Visa issued date |   /  /     | Visa expiry date |   /  /     |

### Availability

|  |  |
| --- | --- |
| Dates when **not** available for assessment/interview |  |

We will try to avoid these dates, but this may not always be possible.

**Media**

|  |  |  |
| --- | --- | --- |
| How did you find out about this job? | Indeed [ ]  | email alert [ ]   |
| Social media – please state site | Website |
| Other – please state source | Referral  |

|  |  |
| --- | --- |
| If you have been encouraged to apply by a Nurture Care employee, please state their name |   |

## SECTION 2 – this section will be seen by the selection panel

### Employment History

**PLEASE NOTE** it is essential that you provide details of your full employment history, since leaving secondary education. You should ensure that your start and end dates for each position are accurate and entered in date order, starting with the most recent first. If you have ANY gaps in employment, please enter the reason for these gaps in the designated ‘Information about gaps in career history’ section of the form.

|  |
| --- |
| **Current or most recent employer** |
| Employer  |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Job title |  |
| Employment dates | From |  | To |   |
| Notice period |  | Annual salary |  |
| Reason for leaving |  |
| Brief description of duties |
|  |

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| --- |
| **Previous employer** |
| Employer  |  |
| Please provide URN (if applicable) |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Job title |  |
| Employment dates | From |  | To |  |
| Reason for leaving |  |
| Brief description of duties |
|  |

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| --- |
| **Other employment** |
| Employer | Job title | Employment dates (from/to) | Reason for leaving |
|   |   |   |  |   |

### Information about any gaps in career history (Please Note: you must supply all gaps; this includes anything over a one day period)

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### Professional Social Work Qualification

|  |  |  |
| --- | --- | --- |
| Do you have a relevant health and social care qualification, level 3 or above? | Yes [ ]  | No [ ]  |
| If yes, please provide details of when this was obtained |
|       |

### Professional Qualifications Continued

|  |  |  |
| --- | --- | --- |
| Do you have a Level 5 Diploma in Leadership and Management for Residential Childcare or an equivalent as defined by the DFE Guide to Children's Homes Regulations, 2015? | Yes [ ]  | No [ ]  |
| If yes, please provide details |
|  |

### Education History

|  |  |
| --- | --- |
| Secondary school(s) attended |  |
| Examinations passed (including grades) |
|  |
| Dates attended | From |  | To |  |

**Further/Higher Education**

|  |
| --- |
| Please provide details of your **HIGHEST** level qualification. |
| Qualification |  |
| Grade/class |  |
| Place of learning |  |
| Dates attended | From |  | To |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other qualifications | Grade/class | Place of learning | Date started | Date completed |
|   |   |   |  |  |

### Relevant Training Courses and Continued Professional Development Qualifications

|  |  |
| --- | --- |
| Date obtained -  | Title of course or qualification -  |
|  |  |

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| Please complete below what skills and experience you have which are relevant to the role in less than 500 words |
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## SECTION 3

### References

Should you be invited to interview with Nurture Care Group Ltd, we ask you to supply the contact details of at least two people who can provide references. References should cover at least three years of employment, one of whom must be your current or most recent employer, unless you have never been in paid employment.

Please indicate two people who can provide references in the spaces provided below. Where two references do not cover a three-year period, we ask that you provide details of subsequent referees.

If successful at interview, do you consent for your references being contacted by Nurture Care Group Ltd?

No [ ]

Yes [ ]

|  |
| --- |
| **Reference 1** (most recent employer) |
| Reference type | Business [ ]  | Academic [ ]  | Personal [ ]  |
| Name of referee |  |
| Referee’s job title |  |
| Referee’s employer |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Contact | Telephone |  |
| Email |  |
| Please state in what capacity they know you (for example, line manager) |  |

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| --- |
| **Reference 2** |
| Reference type | Business [ ]  | Academic [ ]  | Personal [ ]  |
| Name of referee |  |
| Referee’s job title |  |
| Referee’s employer |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Contact | Telephone |  |
| Email |  |
| Please state in what capacity they know you (for example, line manager) |  |

**Criminal Record**

You need to declare any convictions and cautions, other than protected convictions and cautions and parking fines. Under the Rehabilitation of Offenders Act 1974 ("the Act") there may be some convictions that you do not need to declare which are deemed 'spent' under the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, there are exceptions to this rule if you are applying for roles in Nurture Care Group Ltd which involve access to sensitive or personal information about children or contact with children or vulnerable adults. The nature of these roles mean that, with the exception of protected convictions and cautions, there is an exemption from the Act and the convictions must be declared on the application form.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, the exceptions from the Act which mean that spent convictions do need to be declared when applying for a role in Nurture Care Group Ltd, do not apply to protected convictions and cautions. These types of convictions and cautions do not need to be disclosed to Nurture Care Group Ltd and Nurture Care Group Ltd cannot lawfully take them into account in making its recruitment decision.

Please contact admin@nurturecaregroup.com if you require more information on the Act, including what constitutes a 'spent' conviction or a protected conviction or caution.

A previous conviction or caution does not necessarily prevent a candidate from being appointed. If we do have concerns with any conviction or caution, we will always discuss it with you. If you give any information which is false, or you withhold any relevant information, this may lead to your application being rejected. If you are appointed, failure to have declared any 'convictions or cautions', which you should have declared, will result in an investigation and disciplinary action which may lead to dismissal. You must tell us immediately if you are charged with an offence after you complete your form and before you take up any job offered as a result of your application.

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| Are you or have you ever been debarred from working with children or vulnerable adults? |
| Yes [ ]  | No [ ]  |
| If yes, please provide details |
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| Have you received a conviction or been found guilty by a court of an offence in any country, other than a protected conviction? Please note that a protected conviction does not need to be disclosed. A protected conviction is, if you were 18 or over at the time of the conviction, a conviction for an offence where:* 11 years or more have elapsed since the date of the conviction; and
* it is your only offence: and
* it did not result in a custodial sentence; and
* the offence does not appear on the list of offences relevant to safeguarding\*.

Where you were under 18 at the time of the conviction, the same rules apply as above in relation to it being a protected conviction, except that the elapsed time period is five and a half years or more.\* The list of offences relevant to safeguarding can be found at this link: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>  |
| Yes [ ]  | No [ ]  |
| If yes, please provide details |
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| Have you received a conviction in a Court Martial, other than a protected conviction, or been sentenced to service detention while serving in the armed forces of the UK or any other country? Please note that a protected conviction does not need to be disclosed. The definition of a protected conviction is outlined in the previous question. |
| Yes [ ]  | No [ ]  |
| If yes, please provide details |
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| Have you been charged with any offence which is still pending? |
| Yes [ ]  | No [ ]  |
| If yes, please provide details |
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| Have you received a police caution, other than a protected caution? Please note that a protected caution does not need to be disclosed to Ofsted.A protected caution is, if you were 18 or over at the time the caution was given, a caution where: * six years or more have elapsed since the date on which the caution was given; and
* it was not given in relation to an offence which appears on the list of offences relevant to safeguarding.

Where you were under 18 at the time the caution was given, the same rules apply as above in relation to it being a protected caution, except that the elapsed time period is two years or more. |
| Yes [ ]  | No [ ]  |
| If yes, please provide details |
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**Disclosure Barring Service (DBS)**

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| --- |
| Do you hold a current enhanced DBS certificate? |
| Yes [ ]  | No [ ]  |
| If yes, please provide the date and certificate number  |
| Date -  |
| Certificate number -  |
| Are you on the update service? |
| Yes [ ]  | No [ ]  |
| Please note that if successful at interview, Nurture Care Group Ltd encourage all employees to sign up the update service, this is at a current cost of £13.00 annually. This will be the responsibility of the employee.  |
| If successful at interview, do you consent to Nurture Care Group Ltd to obtain a DBS check for you? (This cost will be covered by Nurture Care Group Ltd) |
| Yes [ ]  | No [ ]  |

### Other matters

|  |
| --- |
| Do you hold a current UK Full Driving License? |
| Yes [ ]  | No [ ]  |
| If yes, please provide your licence number and details of any points you currently hold below |
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| Manual or Automatic licence? |
| Manual [ ]  | Automatic [ ]  |
| Do you have business insurance or are willing to add on business insurance? |
| Yes [ ]  | No [ ]  |
| From time to time, you may be required to use your own vehicle for business purposes, mileage claims will be at the expense of Nurture Care Group Ltd at the current rate. Please note that business insurance is usually required in order for you to be covered for any travel during business hours outside of your usual commute by most insurance providers.  |
| If successful at interview, do you consent to Nurture Care Group Ltd completing a driving licence check? |
| Yes [ ]  | No [ ]  |

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| Nurture Care Group Ltd strives to become a paper free organisation, therefore most of our records are completed and stored electronically. With this in mind candidates are expected to have basic computer knowledge in order to complete their role, please indicate if you fit the criteria below.  |
| Yes [ ]  | No [ ]  |

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| Do you know of any other matters not covered above relating to you and/or your background, which might cause your reliability or suitability to be called into question regarding any of the following:* employment with Nurture Care Group Ltd
* working with children and/or vulnerable adults
* having access to confidential information?
 |
| Yes [ ]  | No [ ]  |
| If yes, please provide details |
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### Declaration

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| I declare that the information I have given in this whole form is, to the best of my knowledge and belief, true and accurate. I understand that any false information or omission in the information I have given above may mean that my application is rejected, or an offer is withdrawn. I understand that if I am employed by Nurture Care Group Ltd and any incorrect or omitted information relating to this application comes to light, my employment may be terminated.I understand that if I am employed by Nurture Care Group Ltd I have a continuous obligation to disclose any new information that emerges in relation to the questions regarding suitability for employment. This includes any changes to the information I have submitted in relation to my application. Failure to do so may mean my employment may be terminated. Successful applicants will be subject to a Disclosure and Barring Service check. **Data Protection**Any data about you will be held in secure conditions, with access restricted to those who need it in connection with the application and selection process. Data may also be used for the purposes of monitoring the effectiveness of recruitment. In these circumstances all data will be kept anonymous. If you are unsuccessful, your personal data relating to your application will be kept for two years. View our [recruitment privacy notice](https://www.gov.uk/government/publications/ofsted-privacy-notices/contacting-or-working-with-ofsted-privacy-notice#recruitment) for information about the data we collect and what we do with it. |
| I agree to the terms outlined in this form |  |
| Name |  | Date |  |

### Thank you for taking the time to complete this form

Please send this form to recruitment@nurturecaregroup.com

If invited to interview, you will be required to bring with you:

* Copies of any in date training certificates
* Qualification certificates
* Two forms of photo ID
* One bill dated within the last three months of your current address.

