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| **……………………………………. Location: ……………………………..** |

**Post applied for:**

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| Independence Matters Application Form (Non Driver)

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| 1. New to care? Do you enjoy seeing people get the most out of each day and achieve what they want in life? This is what a career in care is all about!
2. We recommend that you complete the 'Question of Care' via the link below or research Adult Social Care on YouTube before applying. This will introduce you to care and what it means to support people ([www.aquestionofcare.org.uk](http://www.aquestionofcare.org.uk))
3. Please note the closing date for this job vacancy; you will be updated with the progress of your application via telephone.
4. If successful you will be expected to complete a comprehensive induction and training programme.
5. All personal data and sensitive personal data disclosed to Independence Matters will be processed in accordance with current data legislation. Please refer to the Privacy Notice for further information.
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| Section 1- Personal Details |

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| --- | --- | --- | --- |
| Title: |  | Last Name: |  |
| **First Names:** |  |

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| --- | --- |
| Address: |  |
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| --- | --- |
| Postcode: |  |
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| **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |

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| --- | --- |
| **E-mail address:** |  |

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| You will need to provide documentation to support your right to work in the UK at interview? Do you have the relevant paperwork? | Yes | [ ]  | No | [ ]  |

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| **Section 2 - Rehabilitation of Offenders Act****The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.** |

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| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes | [ ]  | No | [ ]  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes | [ ]  | No | [ ]  |
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| **Section 3 - Education** |

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| --- | --- | --- | --- |
| **Date From** | **Date To** | **Name of School/College/****University** | **Examinations taken and Qualifications Gained (Specify Grades)** |
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| **Section 4 - Employment Record** |

**Please list chronologically, starting with current or last employer**

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| --- | --- | --- | --- | --- |
| **Name and address of employer:** | **Date From:**  | **Date To:** | **Job Title, role and responsibilities:** | **Reason for Leaving:** |
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|  |  |  |  |  |
| **Explanation for Gaps in Employment (Please give reason and approximate dates)** |
| **Dates** |  | **Reason** |
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Please use separate sheet if necessary

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| **Section 5 - References** |

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| **Please give the names and addresses of your current or most recent employer (if applicable) and character referee. We must have two references. References will only be taken up by our Company if you are offered employment. It is your responsibility to assist in getting your references as soon as possible. You may wish to get them prior to interview – please ask for the forms to use.** |

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| **Reference 1 – Current/last Employer** |  | **Reference 2 – 2nd Employer or character** |

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| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

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| --- | --- | --- | --- |
| **Their Position (job title):** |  | **Their Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Relationship:** |  | **Work/ Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | **Organisation:** |  |
| **Dates Employed:** | **From:**  | **To:**  | **Dates Employed:** | **From:**  | **To:**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Address:** |  |
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| **Postcode** |  | **Postcode** |  |

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| --- | --- | --- | --- |
| **Telephone No:** |  | **Telephone No:** |  |

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| --- | --- | --- | --- |
| **E-mail:** |  | **E-mail:** |  |

**Section 6 - Declaration**

**I confirm** that the information provided in this application and is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment at risk.

**I understand** that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.

**I consent** to Independence Matters to carry out all necessary enquiries to verify the information I have submitted on my application form. I understand that referee's will be contacted if I am made a conditional offer of employment.

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| **Signed:** |  | **Date:** |  |

**Tell us about yourself**

It is not essential that you have past experience in the care sector, we are interested to know about you and how your own life experiences will add value in supporting customers of Independence Matters.

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| **Signed:** |  | **Date:** |  |