



# Application for Employment

Please note that a high level of vetting is undertaken on candidates and that the definition of working with vulnerable adults is widely drawn.

## Information for applicants:

Please email completed forms to: [jobs@alexandrahomes.co.uk](mailto:jobs@alexandrahomes.co.uk)

<b>Position Details:</b>	<b>Position Applied For</b>	<b>Home Location – Please select</b>	
		<b>Kingswood</b>	
		<b>Knowle</b>	

<b>How did you find out about the vacancy :</b>	
---	--

<b>First Name:</b>		<b>Mr, Mrs, Miss, Ms</b>	
--------------------	--	--------------------------	--

<b>Middle Name:</b>	
---------------------	--

<b>Last Name</b>	
------------------	--

<b>Home Address:</b>	<b>Post Code:</b>
----------------------	-------------------

<b>Home Telephone Number:</b>	
-------------------------------	--

<b>Mobile Phone Number:</b>	
-----------------------------	--

<b>E-mail Address:</b>	
------------------------	--

<b>Do You Drive &amp; Hold a Current License?</b>	
---	--

<b>Do you have use of a car?</b>	
----------------------------------	--

## Entitlement to Work

<b>Do You Hold a Valid UK or European Union Passport:</b>	YES	NO
---	-----	----

<b>Non UK or European Nationals</b> Do you have proof of your entitlement to work in the UK – Please specify the nature of your entitlement.	
---	--

<b>National Insurance Number:</b>	
-----------------------------------	--

## Assessment Questionnaire

***Please circle / highlight the answer which applies to you***

Are you able to work full-time shifts, including evenings, weekends and Sleeping-in duties ?	
--	--

Have you ever been the subject of disciplinary procedures or investigations ? If yes, you will be asked to provide details if selected for interview.	
--	--

Is one of your referees your last employer ? ? If yes, you will be asked to provide details if selected for interview.	
--	--

Are there any unexplained gaps in your employment history ?	
---	--

Have you ever been convicted of a criminal offence ? ? If yes, you will be asked to provide details if selected for interview.	
--	--

Can you deal positively with people who are angry or verbally aggressive ?	
--	--

Could you deal with a resident who has a history of sexual offences / presents sexualized behaviours?	
---	--

Do you have good written and oral communication skills?	
---	--

Could you report another member of staff if you felt they were mistreating / abusing a resident ?	
---	--

### **IMPORTANT NOTE:**

This questionnaire is part of the recruitment process and failure to answer honestly could lead to disciplinary action, following appointment if subsequently answers were found to be answered falsely.

## Supporting Information (please use an additional sheet if required)

**1. Are you familiar with Aspergers Syndrome and Autism? Do you have any relevant experience in these areas? Please explain.**

**2. Why does the position of Support Worker appeal to you?**

**3. What personal qualities will you bring to the role?**

**4. How do your hobbies and interests show that you are an active, energetic and enthusiastic person?**

**5. At Alexandra Homes we prefer to promote from within. Do you have any particular ambitions within our company? Please explain how this would fit into our company.**

**6. Please describe how you have managed a crisis situation (personal or professional).**

**7. Please describe your experience / skills in motivating and valuing others.**

**8. What do you know about our company and how do you think you and your skills fit into our organization.**

**9. Please describe how your training and personal development supports your goals in care/support work?**

**10. Please advise us of any relevant career, volunteer or life experience and demonstrate how this would benefit our company and residents.**

**11. Please use the space below to provide any additional supporting information.**



## Present / most recent employer:

<b>Name &amp; Address of Employer:</b>	
<b>Start Date in the job:</b>	
<b>End Date in the job (if left or leaving):</b>	
<b>Telephone Number:</b>	
<b>Job Title:</b>	
<b>Salary:</b>	£
<b>Notice Period:</b>	

## Full record of previous employment:

This may be paid or unpaid. Please put most recent job first. Any dismissal or redundancy must be clearly stated. Please indicate if any previous employer or voluntary group involved with has closed down.

<b>Name &amp; Address of Employer Including name of contact person</b>	<b>Job Title</b>	<b>From</b>	<b>To</b>	<b>Reason For Leaving</b>

**Gaps in employment or training:** Please indicate and explain any gaps since first leaving secondary education.

<b>Date From</b>	<b>Date To</b>	<b>Reason For Gap</b>

## References:

It is the policy of Alexandra Homes to take up references when applicants are invited for interview. Please give the name and address of two referees from whom we may seek information from regarding your suitability for employment. ***If you are currently employed, one of the referees must be your current employer. Otherwise it must be your most recent employer.***

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process. Checks may also be made on the referees and their relationship to you. Family, ex/current partner, close friends are generally not acceptable referees.

### Referee 1:

<b>Name:</b>		<b>Position:</b>	
--------------	--	------------------	--

<b>Address :</b>		<b>Post Code:</b>	
------------------	--	-------------------	--

<b>Telephone Numbers:</b>	
---------------------------	--

<b>e-mail:</b>	
----------------	--

<b>Relationship To You:</b>	
-----------------------------	--

### Referee 2:

<b>Name:</b>		<b>Position:</b>	
--------------	--	------------------	--

<b>Address :</b>		<b>Post Code:</b>	
------------------	--	-------------------	--

<b>Telephone Numbers:</b>	
---------------------------	--

<b>e-mail:</b>	
----------------	--

<b>Relationship To You:</b>	
-----------------------------	--

## Criminal Convictions:

### Important Note:

As this post will involve substantial work with vulnerable adults, it is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any criminal convictions or cautions that you may have received, even if you may have considered these to be spent.

“Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.”

Having a criminal conviction may not necessarily mean that you will not be considered for the post. However, failure to disclose convictions on this application form that subsequently appear on a DBS check could result in your immediate dismissal if you were appointed.

subsequently appear on a CRB check could result in your immediate dismissal if you were appointed.

<b>Do you have any criminal convictions? :</b>	
--	--

<b>If the answer is yes, please give details (including the nature of the offence(s), the date(s) and any sentence(s) given):</b>	
---	--

**Please note: You will be asked to sign this part at the time of interview.**

<b>Signature:</b>	
-------------------	--

<b>Date:</b>	
--------------	--