



Application for Employment

Please complete all sections

Return Address:

Alexandra Homes (Bristol) Ltd
 Recruitment
 30D Cock Rd
 Kingswood
 Bristol BS15 9SH jobs@alexandrahomes.co.uk

Position Details:	Position Applied For		Please select ✓	
		Support Worker	Kingswood	
	Knowle			
		Full-Time		
		Part-Time	Not Available	
		Bank Worker		
		Waking Night	Knowle Only	

How did you find out about the vacancy?	Word of Mouth <input type="checkbox"/> Indeed <input type="checkbox"/> Newspaper <input type="checkbox"/>
	Google Search <input type="checkbox"/> Other <input type="checkbox"/>

First Name:		Mr, Mrs, Miss, Ms	
-------------	--	-------------------	--

Middle Name:	
--------------	--

Last Name	
-----------	--

Home Address:	
	Post Code:

Home Telephone Number:	
-------------------------------	--

Mobile Phone Number:	
-----------------------------	--

E-mail Address:	
------------------------	--

Do You Drive & Hold a Current License?	
Do you have use of a car?	
Unique Learning Number (If Known)	

Entitlement to Work

Do You Hold a Valid UK or European Union Passport:	
---	--

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

National Insurance Number:	
-----------------------------------	--

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?	Yes	No	Not Sure
---	-----	----	----------

Have you ever been the subject of disciplinary procedures or investigations? If yes, you will be asked to provide details if selected for interview.	Yes	No	Not Sure
--	-----	----	----------

Is one of your referees your last employer? If yes, you will be asked to provide details if selected for interview.	Yes	No	Not Sure
---	-----	----	----------

Are there any unexplained gaps in your employment history?	Yes	No	Not Sure
--	-----	----	----------

Have you ever been convicted of a criminal offence? If yes, you will be asked to provide details if selected for interview.	Yes	No	Not Sure
---	-----	----	----------

Can you deal positively with people who are angry or verbally aggressive?	Yes	No	Not Sure
---	-----	----	----------

Could you deal with a resident who has a history of sexual offences / presents sexualised behaviours?	Yes	No	Not Sure
---	-----	----	----------

Do you have good written and oral communication skills?	Yes	No	Not Sure
---	-----	----	----------

Could you report another member of staff if you felt they were mistreating / abusing a resident?	Yes	No	Not Sure
--	-----	----	----------

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 organisation?

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:

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

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.

Name & Address of Employer Including name of contact person	Job Title	From	To	Reason For Leaving

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

Date From	Date To	Reason For Gap

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.

I hereby consent to the referees whose names and relevant contact details I have set out below providing a reference to Alexandra Homes (Bristol) Ltd ("the Company") for the purpose of assessing my suitability for employment with the Company. I authorise my referees to provide either written references, and this includes both referees who are previous employers and non-work related personal or character referees. I agree that any reference provided about me may include information related to (but not necessarily limited to): my job title and job duties, dates of employment, reasons for leaving, final salary, competence, attitude, ability to manage workload and work without supervision, honesty, attendance record, timekeeping record, relations with colleagues and clients, disciplinary record, performance management record, grievances raised and days and instances of sickness absence.

I understand that I have a genuine choice as to whether I wish my referees to provide a reference about me. My explicit consent to the provision and release of a reference to the Company by my referees is therefore freely given and informed. Finally, I understand that I have the right to withdraw my consent at any time and that I may do this by contacting my referees directly.

I acknowledge that I have been notified that the Company will process any references provided by my referees in accordance with the terms of the privacy notice for job applicants that has been issued to me. This sets out why the Company wishes to process references about me and the lawful basis for doing so, i.e. it is necessary for the purposes of the Company's legitimate interests in conducting due diligence on prospective staff and assessing their suitability for employment.

Name of job applicant:

NAME	
SIGNATURE	
DATE	

REFEREE DETAILS

	First referee	Second referee
Name		
Job title <i>(if applicable)</i>		
Company <i>(if applicable)</i>		
Address		
E-mail address		
Phone number		
Relationship to you, e.g. previous employer, university lecturer, etc.		

GDPR

The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which has been made available for you to download from its website as part of this recruitment campaign. The Company will only process your personal data where it has a lawful basis for such processing

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.

Do you have any criminal convictions? :	
--	--

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

I confirm that the information provided on this application for is correct:

Signature:	
-------------------	--

Date:	
--------------	--