



Home Matters Supporting People

'Foundations for a better life'

Job Application

Housing and Support Provider

Position applied for	Community Support Worker		
<p>This post is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a criminal offence for a 'barred person' to apply to work in a regulated activity. If you are a barred person you must not proceed with this job application.</p> <p>If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service (DBS)</p>			
If you obtained this position, would you continue in any other employment?	Yes	No	
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?	Yes	No	
Are you entitled to enter or remain in the UK and undertake the work in question?	Yes	No	

Personal details			
Your name			
Prefix	First	Middle	
Last	Preferred to be called		
Your address			
Postcode			
Your phone number	(home)	(mobile)	
Your email address			

Education and training
(Most recent first)

Location	Date	Qualification

Previous employment history
(Most recent first, please explain any gaps between employment)

Name and address of employer	Dates From - To	Job title or duties	Reason for leaving

Driving Licence		
Do you hold a current UK driving licence?		
Yes	No	
Do you have any current endorsements?		
Yes (<i>Please give details</i>)	No	
Do you have any motoring prosecutions pending? <i>If yes, give details</i>		
Yes (<i>Please give details</i>)	No	

Question asked under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014		
Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the task which are intrinsic to this employment?		
Yes (<i>Please give details</i>)	No	

References		
Full postal address or email required. The reference is to be an employer or professional (i.e. doctor, police officer, college lecturer, etc.) Your referee must not be a relative.		
I hereby authorise you to contact the referees below to obtain any information which, in your opinion, will attest to my suitability, qualifications and work history.		

Reference 1					
Referee 1 name					
Prefix		First		Last	
Referee 1 address					
Postcode					
Referee 1 phone number					
Referee 1 email address					
Is this a work reference?			Is this a character reference?		
Yes		No	Yes		No

Reference 2					
Referee 2 name					
Prefix		First		Last	
Referee 2 address					
Postcode					
Referee 2 phone number					
Referee 2 email address					
Is this a work reference?			Is this a character reference?		
Yes		No	Yes		No

Privacy Policy
I agree to the privacy policy
We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Statement on the recruitment of ex-offenders

I have read the statement on the recruitment of ex-offenders

Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. You will be asked to complete a self-declaration form. We will request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and in the secure handling of "sensitive personal data", e.g. DBS checks.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check is aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

DECLARATION

The above information I have provided in this job application is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed

Date

Print

Address: The Haven, 27 and 29, Hallchurch Road, Dudley, DY2 0TQ
Email: jobs@homematters.support Telephone: 01384 831489

Returning your application form

Submit Online

or

Email Completed PDF to jobs@homematters.support

or

Post to the address above

