A close-up of a logo

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**Broadway Lodge Application Form**

PRIVATE AND CONFIDENTIAL

**Safe and fair recruitment commitment**

Our organisation is committed to safeguarding and promoting the welfare of adults at risk and expects all our staff and volunteers to share these values. We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender re- assignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us all the relevant information that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner. Suitable applicants will not be refused employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in, the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

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| **Post details** | | | |
| Post applied for |  | | |
| Closing date |  | Where did you see the post advertised? |  |

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| **Personal details** | | | |
| First name(s) |  | Last name |  |
| Address |  | Home number |  |
| Mobile number |  |
| Email |  |
| Postcode |  | Preferred contact method |  |
| National Insurance number | |  | |

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| **Education** | | | | |
| Please include all periods of any post-secondary education or training. | | | | |
| School/college/university | Dates | Qualifications | Subject and grade | Full/part time study |
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| **Professional registration (current membership of professional bodies i.e. NMC, BACP)** | | |
| Professional body | Registration/membership level | Date awarded |
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| **Professional Registration Number (where applicable)** | |
| Registration Number/Pin Number: |  |

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| **Other relevant training or qualifications** (please give details and dates) |
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| **Current employment** | | | | | |
| Are you currently in employment? (if no go straight to the next section) | | | Yes | | No |
| Name and address of employer |  | | | | |
| Current job title |  | | | | |
| Start date |  | End date (if applicable) | |  | |
| Contract type (permanent, temporary etc) |  | Notice period | |  | |
| Salary (including allowances) |  | Reason for leaving | |  | |
| Key duties |  | | | | |

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| **Employment history** | | | |
| Please provide full employment history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates.  IMPORTANT NOTE: When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details | | | |
| Employer’s name and address | Dates | Post held and duties | Reason for leaving |
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| **Gaps in employment, education or training history** | | |
| Please detail each period (of more than four weeks) when you were not in employment or education training. | | |
| From: (DD/MM/YYYY) | To: (DD/MM/YYYY) | Reason for gap in employment education and training history |
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| From: (DD/MM/YYYY) | To: (DD/MM/YYYY) | Reason for gap in employment education and training history |
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| From: (DD/MM/YYYY) | To: (DD/MM/YYYY) | Reason for gap in employment education and training history |
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| **Other Employment** |
| Please note any other employment that you would continue with if you were to be successful in obtaining the position: |

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| **Supporting Statement** (please give details of your skills, abilities, experience, and personal qualities to demonstrate how you meet the criteria in the person specification, using examples wherever possible) |
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| **Referees** | | |
| Please provide contact details for at least two referees who are able to comment on your suitability for the job applied for. You are responsible for providing accurate contact details so that referees can be contacted.   * The first referee MUST be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education). * Professional references will not be accepted from work colleagues who are not authorised to provide professional references in an official capacity on behalf of the organisation, or from people writing solely in the capacity of friends, or from relatives. | | |
|  | Referee 1 | Referee 2 |
| Full name |  |  |
| Position |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |
| Our organisation will seek references on successful candidates and will approach previous employers for information to verify particular experience or qualifications. If you are currently working with adults at risk, your current employer will be asked about disciplinary offences relating to adults at risk (including any conduct related to safeguarding concerns which the penalty is ‘time expired’), and whether you have been the subject of any safeguarding related investigations or concerns, and if so, the outcome of any enquiry or disciplinary procedure including any referrals to Disclosure and Barring Service (DBS), other professional bodies or the police.  If you are successful at interview, any offer of employment will be subject to receipt of two satisfactory references and any additional pre-employment checks. | | |

# **Declarations**

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| **Relationships** | | |
| Are you a relative or a partner of, or do you have a close personal relationship with any employee of Broadway Lodge? | Yes | No |
| If yes, please state their full name, post title and place of work: | | |
| Have you previously been employed or sought employment with Broadway Lodge? | Yes | No |
| If yes, please provide details: | | |

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| **Right to Work** | | |
| Do you require permission to work in the UK?  (you will be required to provide evidence of eligibility to work in the UK) | Yes | No |

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| **Current Driving Licence** | | |
| Do you have a current driving licence? | Yes | No |
| Details of Endorsement(s): | | |

**Criminal record checks**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

We will only ask those candidates who have been selected for interview to complete a criminal record self- declaration form or provide a written disclosure statement to give them the opportunity to provide sufficient information. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position. We will only carry out criminal record checks with DBS on successful candidates at the appropriate level for the role applied for.

Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any finding of serious misdirection or intent to deceive will result in an application being disqualified or, if appointed, disciplinary action being taken and/or dismissal.

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| **DBS barred lists (for roles including regulated activity only)** | | | | |
| Posts which involve working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 are subject to an enhanced DBS with barred list check (i.e. adults).  It is a criminal offence to apply for or accept a position working with adults at risk if you have been barred from engaging in regulated activity with the relevant group (i.e. adults). | | | | |
| Are you included in the list of people barred from working with adults maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006? | Yes | No | | N/A |
| If you are not currently barred from working with adults at risk under the Safeguarding Vulnerable Groups Act 2006, have you been referred to the Disclosure and Barring Service (DBS) for consideration to be added to one of the barred lists? | Yes | | No | |
| If yes, please provide detail: | | | | |

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| **Conduct declaration (please read this carefully before signing this application)** | | | | |
| Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country?  Sanctions may include: Warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration. | Yes | No | | N/A |
| If yes, please provide details and details of any sanctions and, the name and address of the regulatory or licensing body concerned. |  | | | |
| Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position previously held by you? | Yes | | No | |
| If yes, please provide details |  | | | |
| Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you? | Yes | | No | |
| If yes, please provide details |  | | | |

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| **Special Requirements (Care Sector)** |
| Because this position involves the care of vulnerable adults employment is dependent on  the following:   1. Provision of a Disclosure and Barring certificate from the Disclosure and Barring Service. 2. Such disclosure being acceptable to us. 3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available). 4. Two satisfactory written references including one from your most recent employer **(this is a Legal Requirement).** 5. That you will supply a recent photograph of yourself for retention in your records **(this is a Legal Requirement).** 6. Evidence of physical or mental suitability for your work. 7. Documentary evidence of any qualifications relevant for the position **(this is a Legal Requirement).** |

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| Data Protection |
| 1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes. 2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation. 3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at [www.broadwaylodge.org.uk](http://www.broadwaylodge.org.uk) |

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| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.  I understand that if I am appointed, personal information about me may be stored for personnel/employee administrative purposes in accordance with relevant Data Protection legislation, including UKGDPR/DPA 2018 and any other UK legislation which supports it.  I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a Disclosure and Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  Our organisation will process the data you give us to determine your suitability for the role you have applied for as part of the recruitment process and the ongoing employment relationship if appointed.  In submitting this form, I give my authority for use of my personal data for the purposes outlined above. | | | |
| **Signature** |  | **Date** |  |
| All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If you application is unsuccessful your details will be kept for a period of six months and then destroyed. | | | |