|  |
| --- |
| **CURO SALUS - EMPLOYEE APPLICATION FORM** |
| **Candidates are required to complete all sections of the application form. Please select from the drop-down menus where applicable. If printing, please complete in black ink only.** |
| **Post Applied for: Please Select**  | **Preferred Location Please Select**  |
| **Where/How did you hear about the vacancy? Please Select**  | **Preferred Employment:** **Please Select**  |
| **If Other, Please Specify:** |  |
| **Have you applied to Curo Salus before? If yes, which post and when?** |  |
| **Personal Details** |
| **Title:** | **Please Select**  |
| **First Name(s):** |  |
| **Surname:** |  |
| **Date of Birth:** |  |
| **Address:** |  |
| **Telephone Numbers:** | **Home:** |  |
| **Mobile:** |  |
| **Work:** |  |
| **E-Mail Address:** |  |
| **Are you entitled to work in the UK?** | **Please Select**  |
| **Do you need a Visa to work in the UK?** | **Please Select**  |
| **If yes, please provide details:** |  |
| **Are you currently registered with SSSC?** | **Please Select**  | **Registration No.** |  |
| **Are you an existing PVG scheme member?** | **Please Select**  | **Membership No.** |  |
| **Do any of your family or friends currently work for Curo Salus?** | **Please Select**  | **If yes, please****provide details:** |  |
| **Do you hold a current driving licence** | **Please Select** | **Type of licence held?** | **Please Select** |
| **Does your licence have any penalty points or endorsements?** | **Please Select**  |
| **If yes, please provide details:** |  |

|  |
| --- |
| **Mandatory Additional Information**(Please continue on a separate sheet if necessary) |
| 1. **Please provide details of any relevant skills you possess that you feel will make you the perfect candidate for the role you have applied for. This can include training, qualities, achievements at work and non-work related or voluntary experience. Please refer to the skills outlined in the person specification supplied.**
 |
|  |

|  |
| --- |
| 1. **Please share with us any reflections on your own life experiences to date that have shaped you as a person and your values. How have these influenced you wanting to apply for this role?**
 |
|  |

|  |
| --- |
|  **EDUCATION** |
| **Name of school attended:** |  |
| **Level of qualification** | **Subject** | **Date gained** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Further and Higher education:**Please provide details of any courses for which a certificate, e.g. SVQ, HNC, HND, Degree or Diploma was awarded |
| **Name of Institute/College** | **Level of Qualification** | **Subject** | **Course start & end dates** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Membership of professional bodies (current membership only)** |
| **Name of awarding body/Institution** | **Class of membership** | **Date of first****registration** | **Date of current** **registration** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
|  **IT SKILLS** |
| Please indicate your level of competency with the following Microsoft programs (please tick): |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  **None** |  **Basic** |  **Intermediate** |  **Advanced** |
| **Word** |  [ ]  | [ ]  | [ ]  | [ ]  |
| **Excel** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Outlook** | [ ]  | [ ]  | [ ]  | [ ]  |
| **PowerPoint** | [ ]  | [ ]  | [ ]  | [x]  |

 |
|  **Records Check** |
| Are you currently or have you previously been subject to investigation or disciplinary proceedings? |  **Please Select**  |
| Have you been convicted of any criminal offences (including driving offences) which arecurrently not spent under the Rehabilitation of Offenders Act?**(See guidance notes on disclosures below)** |  **Please Select**  |
| Are you presently the subject of a criminal investigation? |  **Please Select**  |
| If yes to any of the above, please give details; |
| The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. The Rehabilitation of Offenders Act. 1974 (exclusions and exceptions) (Scotland) Amendment order 2015 requires you to self-declare any unspent convictions or any convictions that are listed in the “offenses which must always be disclosed list” please refer to; <https://www.mygov.scot/disclosure-types?via=https://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>**Failure to disclose convictions that are not considered spent or are included in the offenses which must always be disclosed list may disqualify you from appointment or lead to summary dismissal.** |

|  |
| --- |
|  **EMPLOYMENT** |
| Please provide details of your past employment history to date, starting with your most recent. All dates from leaving school must be detailed accounting for any periods of time not spent in further education or employment (continue on separate sheet if necessary).Any gaps in employment must be detailed with the reasons for the gaps on the form provided.Please note that references will be sought from your two most recent employers. In addition to your two most recent employers we would like a character reference for you. Please do not select a family member for your character reference. |
| **Company Name:** |  |
| **Full Address and contact details:** |  |
| **Job Title:** |  |
| **Date Started:** |  |
| **Date Left (If Applicable)** |  |
| **Salary and other benefits:** |  |
| **Notice period:** |  |
| **Nature of business:** |  |
| **Reason(s) for leaving:** |  |
| **Please summarise your main duties and responsibilities in the space below** |
|  |
| **First Referee for this position (Please provide your most recent employer)** |
| References must be from a person who has line managed/supervised you. References may be requested prior to interview, please indicate if you would prefer that we did not contact a referee prior to an interview being held. |
| **Referee Name:** |  |
| **Referee job title:** |  |
| **Relationship to you? i.e. Manager** |  |
| **E-Mail:** |  |
| **Telephone:** |  |
| **Contactable now?** | **Please Select**  |
| **If you do not wish us to approach your referee prior to interview, please highlight “No” above and give a reason below:** |

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Full Address and contact details:** |  |
| **Job Title:** |  |
| **Date Started:** |  |
| **Date Left (If Applicable)** |  |
| **Salary and other benefits:** |  |
| **Notice period:** |  |
| **Nature of business:** |  |
| **Reason(s) for leaving:** |  |
| **Please summarise your main duties and responsibilities in the space below** |
|  |
| **Second Referee for this position (Please provide your next most recent employer)** |
| References must be from a person who has line managed/supervised you. References may be requested prior to interview, please indicate if you would prefer that we did not contact a referee prior to an interview being held. |
| **Referee Name:** |  |
| **Referee job title:** |  |
| **Relationship to you? i.e. Manager** |  |
| **E-Mail:** |  |
| **Telephone:** |  |
| **Contactable now?** | **Please Select**  |
| **If you do not wish us to approach your referee prior to interview, please highlight “No” above and give a reason below:** |

|  |  |
| --- | --- |
| **Character reference** |  |
| **Full Address and contact details:** |  |
| **Relationship with referee:** |  |
| **Reason for choosing this particular person?** |
|  |
| **Contactable now?** | **Please Select**  |
| **If you do not wish us to approach your referee prior to interview, please highlight “No” above and give a reason below:** |

|  |
| --- |
| **Please detail any information below that you feel your referees will share with us.** **This could include any particular events at that workplace including sickness absence or any particular strengths they told you that you demonstrated.** |
|  |

|  |
| --- |
| **Previous employment history:**Please provide dates and details of all your previous employers below: |
| **Dates From/To:** | **Reasons:** |

|  |
| --- |
| **Gaps in Employment:**Please provide dates and details of any gaps in employment below: |
| **Dates From/To:** | **Reasons:** |

|  |
| --- |
|  **Fitness to work – Residential Childcare Worker** |
| Intrinsic to the role of a Residential Childcare Worker is the physical ability to perform physical intervention techniques when required as stated in the job description. In order to do this, there is a requirement to be in good physical health for this role. There is also a requirement in this role to be physically able for driving duties and partake in physical activities with the young people. |
|  **Physical Intervention Techniques – Fitness**The above involves a degree of physical effort and mobility to safely participate in physical intervention, ensuring the safety of yourself, shift colleagues and the young people. Please refer to the job description on what the physical intervention techniques may involve. |
| **Do you suffer from any health condition which may impede your ability to safely carry out physical intervention techniques?**  |  **Please Select**  |
|  **Driving Duties – Fitness****The role of a Residential Childcare Worker involves supporting and transporting young people to and from activities, contact with families and other appointments this can involve driving long distances out with areas local to our services.** |
| **Do you suffer from any health condition that impacts your ability to drive either short or long distances?** |  **Please Select**  |
|  **General** |
| **Are there any reasonable adjustments to the post you believe would be necessary to enable you to carry out the duties required of the post?** |  **Please Select**  |
| **Is there anything else you want to declare with regards to your fitness to carry out all of the duties noted above?** |  |

 **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:****Human Resources E:** recruitment**@curosalus.co.uk****Curo Salus W:** [**https://www.curosalus.org/**](https://www.curosalus.org/)**Wardhouse Farm****Forehouse Road****Kilbarchan Tel: 01505 703610****PA102PU** |

|  |
| --- |
|  **DECLARATION (Please read carefully before signing)** |
| I certify that to the best of my knowledge all statements given by me on this form are true and accurate. I understand and accept that if it is subsequently discovered that any statement is false or misleading or that I have withheld information, my employment may be terminated without notice. |
| **Signature** |  | **Date** |  |

|  |
| --- |
|  **DATA PROTECTION DECLARATION (Please read carefully before signing)** |
| In accordance with the General Data Protection Regulation, the information entered onto this form and any accompanying papers submitted along with it will be used to assess your suitability for the post and if successful, will be shared with recruitment managers for the purposes of interview and assessment for the role. Out with this process, the information will not be released to anyone who does not require it for this purpose. If you are employed, the information you have provided on this form will be used for your human resources record and for payroll purposes.If your application is not successful, or you withdraw after this stage, we can keep your details on file and consider you for any future vacancies. Please tick the box below as applicable;[ ]  **Yes, I consent to Curo Salus Ltd. Storing my information for six months, after which point it will be securely destroyed.**[ ]  **No, I do not consent to Curo Salus Ltd. Holding my information for future applications.**You have the right to request correction of any inaccuracies in your information or withdraw your consent at any time by e-mailing emmakennedy@curosalus.co.uk For mor information on how we store and process your data, please refer to our new applicant privacy policy at<https://www.curosalus.org/recruitment>  |
| **Signature** |  | **Date** |  |