



**Residential Care for Adults with
Learning Disabilities and Complex Needs**

EMPLOYMENT APPLICATION FORM

Your name:	
Position Applied for:	
Closing Date (return by):	
Full-time / Part-time:	
Where did you hear about this opportunity?	
<p>Please return application forms to: Cream Care, The Courtyard, Suites 4 & 5, Higher Comeytrowe Farm, Taunton, TA4 1EQ</p> <p>Or Email: recruitment@creamcare.co.uk</p>	

Data Protection Statement

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Company to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

Equality of Opportunity Statement

The Company's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, sex, race (including ethnic origin, nationality and colour), religion or belief, marriage or civil partnership, sexual orientation, gender reassignment, disability, or pregnancy and maternity.

Employment Application Form



Full Employment History

Name & Address of Employer (most recent first)	Dates of Employment		Position Held & brief summary of duties & Responsibilities	Reason for Leaving & last salary / wage
	From (Month/Year)	To (Month/Year)		

Gaps in Employment History

Dates of Gap		Reason for Gap in Employment
From (Month/Year)	To (Month/Year)	

Do you have to give notice to your current employer? If yes, how much notice do you have to give?	Yes	No
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Employment Application Form



Relevant Experience / Additional Information

Give details of any additional information which you would like to include in support of your application. Such information, for example, may include skills, training, qualifications and/or achievements which you think may be of interest, and/or a summary of why you believe that you have the qualities we are looking for. Please also provide details of any relatives employed by the Company and their relationship to you.

Employment Application Form



Referees

One of the Referees should be your current employer, or if presently unemployed or self-employed, your last employer. All references must go to a company postal or email address.

Home and personal addresses are not accepted.

References are normally taken up after a successful interview. Please give details of the names/addresses of two work-related Referees. In line with our safe recruitment practices, in circumstances where a reference is not obtained, is unacceptable or we are required to explore your employment history further, then we will reference any previous employer detailed in your application.

Name, address and post code of current or most recent employer		Name, address and post code of second referee	
Telephone:		Telephone:	
Company Email:		Company Email:	
Relationship to you:		Relationship to you:	
May we contact the above person now?	Yes No	May we contact the above person now?	Yes No
<i>Please note references will be contacted if an offer of employment is accepted</i>			

Driver's Licence

Do you hold a valid & current driving licence and are you able to drive lawfully in Great Britain?	Yes	No
If yes, what type of licence? (e.g. full, LGV, PCV)		
Do you have any current endorsements on your licence?	Yes	No
If yes, please give details:		

Employment Application Form



Previous Convictions and Disclosure & Barring Service (DBS)

All posts at Cream are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work we do (i.e. working with vulnerable adults) and the fact that every post requires employees in the normal course of their duties to have access to vulnerable adults.

An Enhanced Disclosure Certificate will be requested from The Disclosure and Barring Service (DBS) which will detail all convictions, including those which would otherwise be “spent” under the Rehabilitation of Offenders Act 1974, as well as details of unspent cautions, reprimands or warnings.

You will be advised of the type of certificate being requested and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

Applicants must therefore disclose all convictions, cautions, reprimands and warnings, whether spent or unspent. Please note that having a conviction will not necessarily bar you from employment with Cream. This will depend on the circumstances and background to your offence(s).

Do you have any criminal convictions, cautions, reprimands or warnings to disclose?	Yes	No
<i>If yes, please protect the confidentiality of this information by detailing these convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed “Private and Confidential – Criminal Convictions” and attach this to your completed Application Form</i>		

Do you require any reasonable adjustments due to a disability in order to engage in the recruitment process?	Yes	No
<i>If yes, please specify what adjustments are required:</i>		

Employment Application Form



Personal Declaration

- I declare that to the best of my knowledge and belief the above information, and that submitted in any accompanying documents, is accurate, complete and true;
- I understand and agree that should an offer of employment be made, I will be required to provide evidence of my eligibility to work in the United Kingdom before my employment commences;
- I understand that by completing this application form I have agreed to commit and adhere to the working patterns assigned to me without restrictions.
- I understand and agree that my appointment will be subject to the verification of the information provided on this form and in any accompanying documents and I give permission for any enquiries to be made that confirm such matters, and for the release by other people or organisations of such information as may be necessary for that purpose;
- I authorise Cream to obtain appropriate levels of disclosure and barring service checks during my employment and to disclose the information obtained to appropriate staff.
- I give permission for the processing of the personal data contained in this form for employment purposes;
- I understand that if any information I have given in this application is found to be false or misleading or if I omit or suppress any material facts, this will result in any job offer being withdrawn, or in my dismissal if I have already been appointed.

Signed*:

Date:

** If completing electronically, a digital signature is acceptable*

Employment Application Form



For Office Use Only		Initials
Date Application Received:		
Date Application Acknowledged:		
Initial Decision:		
Date Applicant Informed:		
Date(s) of Interview (if applicable):		
Decision:		
Notes:		

Guidance Notes on Completing Your Application Form

These notes have been included to help you submit the best application. The decision to shortlist you for interview will be based on the information you provide on this application form.

- Read through each section of the application form carefully. You may find it helpful to do a rough draft in pencil first.
- This form should be completed in black ink or type for photocopying purposes. Please keep a photocopy of your completed application form, for your own reference.
- The employment history section must be completed in full and all gaps in employment fully explained. You must provide details of position held, month/year of employment and the reasons for leaving.
- The person specification describes the essential skills, knowledge, experience / professional qualifications which you will need in order to do the job as described in the job description. Your completed application form should demonstrate that you have these skills and that you understand and are committed to equal opportunities.
- The first referee quoted on the form should be your current or most recent manager /employer. The second referee should be another line manager from your most previous employment. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well in a professional or training / education capacity to confirm the information you have given, and to comment on your ability to do the job. If it is deemed the referees provided are not adequate then further references could be sought.
- The “Relevant Experience/Additional Information” section of this application form is very important. This is where you make your case for the position. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess those RELEVANT to do the job.
- Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a long time, or have never been employed before, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.
- When completed, please read through your application form carefully, checking for errors or omissions. Make certain your application form is sent in plenty of time, to reach us prior to the closing date.
- We do not usually acknowledge receipt of application forms, but if you wish us to do so, please send a stamped-addressed envelope with your application. You will be notified by post whether you have been shortlisted or not for interview.
- If you have a disability and require assistance when attending an interview please give brief details on the application form.
- CVs will only be accepted in addition to a fully completed application form.