


Thank you for your interest in applying to Community Lives Consortium (CLC).

CLC is committed to equal opportunities in employment and making the application and recruitment procedure accessible both for you as the applicant and the people we support.

When completing your application please be aware of the following:

- Do not ask anyone else to fill this form out for you.
- There is no need to submit your CV.
- Do not leave any section or boxes blank, record N/A in any boxes that do not apply to you.
- If you need more space for any of the sections, please use a separate sheet of paper and attach it to your completed application form.

		Office use only:	Unique ID number:
Post reference number:	Title of post:		
Personal information (confidential) NB These details will not be viewed by the short listing officers			
Title:	First names:	Surname:	
It is a legal requirement that you must be over the age of 18 to work in this sector. Please confirm that you are 18 years of age or older by placing a tick in the box			
Address:			
Post Code:			
Please provide your contact details below and place a tick or cross in the box to indicate whether we can use them to contact you for work purposes.			
Day tel:	Evening tel:	Mobile:	
Email address:			

Are you related to, or in a relationship with anyone that works for, or is on the management committee for CLC?	Yes	No
If yes - Their name:	Relationship to you:	

Immigration Control			
As part of the recruitment process you are required to provide evidence that you are legally entitled to work in the UK.	Are you subject to immigration control?	Yes:	No:
	Have you ever had any other nationality or citizenship?	Yes:	No:
	Are you free to remain and take up employment in the UK?	Yes:	No:

This page will be removed for shortlisting.

References

If you are offered employment we are legally required to obtain two references. Therefore, please provide the names and addresses of two referees, one of whom must be your current or most recent employer. If you are unable to provide two employment references, we will need to obtain a reference from a professional person (such as a teacher) whom you have known for at least two years.



All appointments are subject to the receipt of satisfactory references and we reserve the right to pursue alternative references if considered appropriate and withdraw provisional offers of employment on receipt of an unsatisfactory reference.

Employment reference – (1) Your current or most recent employer

Name:	Position within company:
Address:	
Tel No.:	
Email:	Relationship:

Employment reference – (2) Previous employer (or professional person, *only where it is not possible to provide a second Employment Reference*).

Name:	Position within company:
Address:	
Tel No.:	
Email:	Relationship:

We are also required by contract to take up references from any of your previous employers if they are within the care sector. Therefore please provide their details on a separate piece of paper attached to this application form.

Previous offences and convictions



Please provide us with brief details of any previous cautions, convictions, bind overs or reprimands, **including as a juvenile**. Please note that having a criminal record will not necessarily stop you from working for us. If you are unsure about whether you need to tell us about a previous offence then please contact our HR department to talk to us in confidence, we can then provide you with appropriate advice. Please also see the back page of this application form for our policy statement on the recruitment of ex offenders.

NB - If you are offered employment to work with vulnerable adults, CLC will require an enhanced disclosure from the Criminal Records Bureau (CRB) more commonly known as a CRB check.

Do you have any previous cautions, convictions, bind overs or reprimands including as a juvenile? If yes please provide us with the details below:	Yes	No	
Details:	Dates:		
Details:	Dates:		
Details:	Dates:		

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Employment history



Your Current or Most Recent Employment

Current Employment Status:	Employed	Unemployed	Self Employed	
Dates:	From		To	
	Month:	Year:	Month:	Year:
Position held:		Reason for leaving:		
Name of Company:		Name of your line manager:		
Address of company HQ:				
				Tel No:
Place of work if different from above:				
If leaving current employer how much notice will you have to give:				
Please use the space below to provide a brief outline of your duties:				

Employment History – Previous Employment

We are required under contract to provide a full employment history for all staff who work for us. Therefore, **starting with your most recent employment, please record below details of your full employment history from the time you left full time education, including dates. Please also include any periods of non-employment. There must be no breaks in the dates that you provide. Please continue on a separate sheet of paper if required.**

Status Please tick		From MM/YY	To MM/YY	Name and address of Employer (if applicable)	Position Held (if applicable)	Reason for Leaving
Employed	Un- employed					

How do you meet the requirements of the person specification?

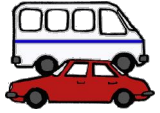



Please use the person specification to list below how you meet or don't meet the relevant criteria. Please use the left hand column to tell us which part of the specification you are referring to.


Specification Area	How you meet or don't meet the criteria

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Please use a separate sheet of paper if you there are more specification areas than this section provides space for.

Transport						
Do you own a vehicle you are prepared to use in work				Yes	No	
Do you hold a valid UK driving licence	Yes	No	Full	Provisional	Automatic	
Do you have any driving endorsements	Yes	No	If yes please provide details:			

Your hobbies and interests	
<p>We work with a wide variety of people who themselves have many interests. This information may help us to put you in touch with people we support to help them pursue their interests and learn new skills which you may be willing to support them with.</p>	

Other information – (optional)	
<p>Is there any additional information that you would like to give about yourself in support of your application?</p>	

Data protection statement

All information provided in this form and obtained from other sources will be used to process your application for employment with CLC. If you succeed in your application and take up an offer of employment with CLC, the information will be used in the administration and processing of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.

We may verify the information provided with third parties or with other information held by us. We may also pass information to certain third parties to prevent or detect crime, to protect vulnerable adults or safeguard public monies, or in other ways as permitted by law.

By signing the application form we will assume that you agree to the processing of sensitive personal data (as described above) in accordance with the Data Protection Act.

Signatures



I have provided CLC with correct information

I declare that the information I have given in this application is true and accurate to the best of my knowledge. I consent to CLC verifying any information that I have provided in this application for when an offer of employment is being considered. I understand that if at any time either before or during my employment CLC find that information is incorrect, missing or misleading it may disqualify me from appointment or result in dismissal.

Signature:

Date:

Recruitment of ex Offenders – Please read the information on the reverse of this application form before signing this section

I confirm that I have read and understood the policy statement on the last page of this application form and have declared previous cautions, convictions, bind overs or reprimands **including as a juvenile**. I understand that if at any time either before or during my employment CLC find that information is incorrect, missing or misleading it may disqualify me from appointment or result in dismissal.

Signature:

Date:

Use of multimedia

CLC is committed and works very hard to provide accessible information to the people we support in a number of different formats. Therefore, as part of this recruitment procedure you may be asked to provide us with a short (30 second) video profile about yourself generally, not the post you are applying for. It is preferable that you create this yourself but if you are unable to do this yourself CLC will provide support.

The video profile will be used to help the people we support to take an active role in the recruitment procedure and if successful in your application, will be used further in your employment with CLC. Please note that all video profiles will be stored securely and not shared within the public domain unless we seek your explicit consent.

All multimedia data that we hold is stored and processed in accordance with the Data Protection Act along with the written information you provide on this form.

If you have any queries relating to the use of multimedia please contact the HR department.

**Thank you for your application,
Please return your application to: HR Department, 24 Walter Rd, Swansea SA1 5NN**

Office Use Only					
Post Ref:		Area candidate wishes to work in			
Informal Interview		Date		Formal Interview	
				Date	
Successful	Yes		No		

POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Community Lives Consortium complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Community Lives Consortium is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- 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 Disclosure 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 Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure 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. We request that this information is sent under separate, confidential cover, to a designated person within Community Lives Consortium and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- The nature of all positions within Community Lives Consortium allows us to ask questions about your entire criminal record. This covers any offences committed as a juvenile and includes cautions, reprimands and final warnings administered by the Police.
- We ensure that all those in Community Lives Consortium 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.
- At interview, or in 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.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

If you are unsure about whether you need to tell us about any previous offence then please tell us so that we can discuss and consider the information.