



Community Lives Consortium

Area:

Post Ref:

Full Name:

.....

Interview Yes No

Interview Yes No

Interview Date:

Community Lives Consortium
24 Walter Road
Swansea SA1 5NN

Phone: (01792) 646640

Fax: (01792) 476436

Website: www.communitylives.co.uk

The Consortium does not accept CVs as part of its recruitment procedure

Working for Valued lives in the Community

APPLICATION FORM

'Community Lives Consortium is regulated as a Domiciliary Care Agency by the Care and Social Services Inspectorate Wales'

Section 1 Personal Details

Guidelines

- A** Please write the post title in full, [as it was advertised] and the post reference number.
- B** Please specify your title and gender.
- D** Please give both your day and evening telephone numbers. If we need to telephone you at your place of work we will not identify in any way who we are or why we are calling.

A Reference Number/ Title of Post _____
 Available to take up employment (*date*) _____

B Name Forenames _____ Title [] Gender []
 Surname _____

Date of Birth - -

National Insurance No. - - - -

C Address _____

 Post Code _____

D Telephone [Evening] _____ [Mobile] _____
 Number [Day] _____

E **Do you:-** Own a car? Yes No Have a current driving Licence? Yes No
 Provisional Manual Automatic

Have you any endorsements? (give details) _____

Please Print

If you need more space, please use Section 6 'Continuation Sheet'

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Section 1 Personal Details

Guidelines

F If appointed to this post you will be required to complete a health questionnaire and you may be referred to our doctor for a medical.

Before signing this application form please ensure that all the information you provided is, to the best of your knowledge, correct at the time of completion of the form. If it is found that false information has been given, you may be liable to dismissal.

F Are you in good health? Yes No

Do you have any disability? Yes No

If yes, please give details: _____

Will you undergo a medical examination by a doctor if required? Yes No

G Where did you learn of this vacancy? _____

I certify that the information I have given in this form is correct to the best of my knowledge. I consent to the Consortium checking any information that I am unable to verify personally, where an offer of employment is being considered. (Any employee giving incorrect information on this application form maybe liable to instant dismissal).

Signature _____

Date _____

Please Print

If you need more space, please use Section 6 'Continuation Sheet'

Section 3 Work Experience

Guidelines

A Please write the full name of your current or most recent employer, their current address and telephone number, and the full title of the position you hold/held.

In the section '**Dates of Employment,**' if you are currently employed, write the date you started your job and also the period of notice your employer would require. If you are not currently employed write the date you started and left your last job.

If you wish to expand on any part of this section, please use the continuation sheet.

Please Print

A Current or most recent employment

Name of Employer _____

Address _____

_____ Post Code _____

Telephone Number _____

Place of Work _____
(If different from above)

Position Held _____ Salary _____

Dates of Employment _____ [Month & Year]

* Reason for leaving current employer _____ Notice required _____

*** This Section must be completed**

Brief Outline of Responsibilities _____

If you need more space, please use Section 6 'Continuation Sheet'

Section 3 Work Experience

Guidelines

B Please provide details of all previous employment, [if applicable] starting with the most recent one first.

If you have been in more than three posts, please detail them in the continuation sheet [section 6].

In the section **'Position held & Dates'** please indicate dates you started and left each job.

If you wish to expand on this part, for example your responsibilities in each one of your previous jobs and their relevance to the advertised post, please use, either section 4 or, the continuation sheet.

C Please outline any voluntary work you have undertaken since leaving school. This may include taking care of a sick or disabled relative or friend.

Lack of experience in voluntary work does not jeopardise your application.

Please Print

B Previous Employment

1. Name _____

Address of organisation _____

Position held _____ Salary _____ Reasons for leaving _____

Dates of Employment [Month & Year required] From _____ To _____

2. Name _____

Address of organisation _____

Position held _____ Salary _____ Reason for leaving _____

Dates of Employment [Month & Year required] From _____ To _____

3. Name _____

Address of organisation _____

Position held _____ Salary _____ Reasons for leaving _____

Dates of Employment [Month & Year required] From _____ To _____

C. Voluntary Work _____

If you need more space, please use Section 6 'Continuation Sheet'

Section 4 Other Information

Guidelines

A This section will help us consider your suitability for the post.

It is very important that you read the enclosed '**Person Specification**' carefully and then address all aspects of it to the best of your knowledge and ability, particularly areas deemed **Essential**.

There is no need to duplicate what the Person Specification states, simply illustrate how you meet **A,B,C**, etc. Try to demonstrate positively your ability in relation to the specification, referring to your previous experience, academic, professional, voluntary or personal life.

We also advise you to read the '**Job Description**' and make relevant points when completing this section.

Other information, i.e., life experiences you may bring to the job and any other information you feel you would like to tell us.

This section must be completed; Personal Curriculum Vitae will not be acceptable:

Please Print

If you need more space, please use Section 6 'Continuation Sheet'

Section 6 Continuation Sheet

Guidelines

Please use this space if you would like to expand on answers to any one of the questions throughout the application form where the space provided was inadequate.

Please indicate clearly, which question you are expanding on by referring to the section number [on top, left hand side of the sheet] and the part number [e.g. **A** or **B** etc.], for example 3C means part C of section 3, which is **Voluntary Work** in the **Work Experience** section of the application form.

Any other information about yourself that will help us consider your application?

Please Print

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Section 6 Continuation Sheet

'Continued'

COMMUNITY LIVES CONSORTIUM

Application for: _____

Full Name of Applicant: _____

Address: _____

Date of Birth: _____

FURTHER PARTICULARS

1. Previous Address: - _____

From: _____ (month & year) to: _____ (month & year)

2. Period of residence at present address: -

From: _____ (month & year) to: _____ (month & year)

3. Previous or other names: -

4. Place of Birth

5. Any other identifying particulars (e.g., height, eye colour, etc.): -

6. Previous convictions, bind-overs or cautions with dates: -

Declaration

I certify that the particulars given above are correct and I understand that incorrect or incomplete details or failure to disclose any convictions may preclude my application from further consideration and/or provide grounds for dismissal. I agree to make arrangements for a Criminal Records Bureau (CRB) check to be made if appointed to a post with the Consortium

Signed: _____ Date: _____

All Sections **MUST** be completed.

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COMMUNITY LIVES CONSORTIUM

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.