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|   | **FOOTSTEPS CARE GROUP** |
| **JOB APPLICATION FORM*****Please read the guidance notes included in the information pack before completing this form. Please complete in black ink.*** |
| To be considered for the post, please complete all areas on the application form.Please return your fully completed application form to applications@footstepscare.net |
| **Post applied for:** | 🞎 Support Worker🞎 Night Support Worker🞎 Relief Support Worker 🞎 Driver🞎 Cook🞎 Administrator🞎 Deputy Manager🞎 Coordinator🞎 Manager | **Vacancy Ref:****Location:**🞎 Goodmayes, IG3🞎 Leyton, E10 |
| **Service applied for:** | 🞎 **Children Services**Residential Children’s Care | 🞎 **Adult Support**Supported Living Services | 🞎 **Young Adults**16–18-year-olds Supported Living |
| **PERSONAL DETAILS** |
| Title (Mr/Miss/Mrs/Ms/Other): |  |
| Surname: |  |
| First names: |  |
| Other names known by: |  |
| Address: (House Number & Street) |  |
| Town/City: |   |
| County: |  |
| Post Code: |  |
| Landline Number: |  | Mobile Number: |  |
| Email address: |  |
| Date of Birth: |  |
| Next of Kin (Name and Relationship): |  |
| Next of Kin (Mobile Tel): |  |
| DBS Certificate Number (If registered on Update Service): |  |
| National Insurance Number:  |  |
| May we contact you by email? |  🞎 Yes 🞎 No |
| Do you hold a full current UK driving licence? |  🞎 Yes 🞎 No |
| Are you related to any member of staff working within the Footsteps Group? |  🞎 Yes 🞎 No |
| If YES to the above, please give name(s) and relationship(s): |
|  |
| Do you have the legal right to live and work in the UK?**(For non-UK citizens please explain if your answer is YES and provide evidence along with your application form).**We are unable to provide sponsorships, as we do not currently hold a sponsorship license. |  🞎 Yes 🞎 No |
| Share Code (If applicable):It is now mandatory that we check your share code along side your residence permit).  |  |
| For applicants hoping to work in children’s services, you must be age 21 and older to be eligible to work in this service. |
| **EDUCTIONAL QUALIFICATIONS** |
| Education/Qualification details (Including level & subject) | Result /Grades | School/College/University/Provider | Date From(MM/YY) | Date To(MM/YY) |
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| **LEARNING AND DEVELOPMENT** |
| Relevant training course/Event | What did you gain from this event | Date from | Date to |
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| **CURRENT EMPLOYMENT** |
| Job Title: |  |
| Employer Name: |  |
| Employer Address: |  |
| Notice Period: |  | Date Commenced: |  |
| Salary & benefits: |  |
| Brief description of duties: |  |
| **REFERENCES** |
| Reference details of the last 2 employers must be provided, along with the details of someone that is able to provide a Character reference for you. Mobile numbers and personal email accounts will not be accepted.No reference checks will be carried out until you accept the position if you have been successful in your interview. |
| **CURRENT EMPLOYER** |
| Referee Name: **(Current Manager)** |  |
| Job Title: **(Current Manager)** |  |
| Organisation: |  |
| Dates of Employment: **(Start & end dates)** |  |
| Address: |  |
| Company Email Address: |  |
| Company Landline Tel: |  | May we contact prior to interview? | Yes/No |
| **PREVIOUS EMPLOYER** |
| Referee Name: **(Previous Manager)** |  |
| Job Title: **(Previous Manager)** |  |
| Organisation: |  |
| Dates of Employment: **(Start & end dates)** |  |
| Address: |  |
| Company Email Address: |  |
| Company Landline Tel: |  | May we contact prior to interview? | Yes/No |
| **CHARACTER REFERENCE** |
| Referee Name: |  |
| Status: **(Friend, work colleague, neighbour)** |   |
| Address: |  |
| Email address: |  |
| Tel: |  | May we contact prior to interview? | Yes/No |
| **PREVIOUS FULL EMPLOYMENT HISTORY (FULL)** |
| As part of our screening process, we require your COMPLETE EMPLOYMENT HISTORY, since the day you left secondary school, with all gaps explained (gap year, traveling, home maker, maternity leave, unemployed, etc). Please date month and year back-to-back in the employment history section. We will cross reference your employment history with your references to ensure that we contact the last 2 employers to request a reference from them. |
| Start Date | End Date | Employer’s name/Business Address | Position held | Reason for leaving |
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| **SUPPORTING EVIDENCE** |
| Please use this section to show how you meet the requirements set out in the job profile and person specification. You should consider skills and experience gained in previous employment, from work experience, school, and further education, voluntary or community work and hobbies. Please continue on a separate sheet if necessary. |
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| **DECLARATION** |
| I confirm that to the best of my knowledge, the information provided on this application form is true and correct. I understand that I my application will be disqualified if any information supplied is found to be false. |
| **Signed:** |  |
| **Dated:** |  |
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| **FOOTSTEPS CARE GROUP** |
| **RECRUITMENT MONITORING FORM** |
| This form must be returned with your application form. |
| Post Applied For: |  |
| Name: |  |
| Date of Birth: |  |
| Gender: |  |
| **ETHNIC GROUP** |
| ☑ Tick an appropriate box |
| White: |
|  | 🞎 | British |
| 🞎 | Irish |
| 🞎 | Any other White background |
| Mixed: |
|  | 🞎 | White and Black Caribbean |
| 🞎 | White and Black African |
| 🞎 | White and Asian |
| 🞎 | Any other mixed background |
| Asian or Asian British: |
|  | 🞎 | Indian |
|  | 🞎 | Pakistani |
|  | 🞎 | Bangladeshi |
|  | 🞎 | Any other Asian background |
| Black or Black British: |
|  | 🞎 | Caribbean |
|  | 🞎 | African |
|  | 🞎 | Any other Black background |
| Other Ethnic Groups: |
|  | 🞎 | Chinese |
|  | 🞎 | Any other ethnic group |
|  | 🞎 | Not stated |
| **DISABILITY DISCRMINATION ACT 2005** |
| A disability is defining as: “A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.” |
| Do you regard yourself as being disabled within the terms of the Act? |
|  🞎 Yes 🞎 No |
| Where you have a disability or condition, is there anything we should be aware of to help us to assess your application fairly? Are there any special arrangements we need to make should you be invited for interview or offered the job? |
|  |
| **ASYLUM AND IMMIGRATION ACT 2008** |
| If you are invited to interview and you are subject to immigration control rules, you will need to bring with you evidence of you of your legal right to live and work in the UK. Your passport, birth certificate and confirmation of your National Insurance Number are acceptable documents. |
| **REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (as amended 2013)** |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands, and final warnings that are not ‘protected’.Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. |
| Do you have any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  |
|  🞎 Yes 🞎 No |
| Offence |  |
| Date Of Conviction/Caution/Pending Convictions |  |
| Sentence (If Appropriate) |  |
| **HOW DID YOU HEAR ABOUT US** |
| Where did you see this vacancy advertised? |  |
| **DATA PROTECTION ACT 2018** |
| I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or others relevant filing systems and to be shared with the Footsteps Group sites in accordance with the GDPR regulations. |
| **Signed:** |  |
| **Dated:** |  |

**Please return to:**

**Footsteps Care Group, 515-519 Green Lane, Goodmayes, Ilford, IG3 9RH**

**Email: melanie.ferreira@footstepscare.net**