



Personalised4Autism

Employment Application

Name:

Position Applying For:

You must complete all sections of this form – failure to do so will invalidate your application.

Confidential application form

The information provided will be treated as confidential and in accordance with the provisions of the General Data Protection Regulation.

We maintain our records on a computer system. The GDPR requires us to have your permission to record personal details in this way. Information held on password protected computers is for company use only and will not be supplied to any other organisation or company.

1. Applicant Information

Full Name: _____ Date: _____

Address: _____

_____ Post Code: _____

Phone: _____ Email: _____

Date Available: _____ National Insurance number: _____

Are you Over 18? YES NO

Driving license (Full UK)? YES NO

Have you ever worked for this company? YES NO Nationality _____

Do you have a current CRB (enhanced) clearance? YES NO

2. Qualifications

Please give details of all your qualifications and relevant courses, including professional qualifications.
Proof of professional qualifications/status will be required before an appointment is made.

Qualifications/ courses	Establishment name	Year of qualification
	Please continue on the back page if necessary	

3. References

Please list three professional references

Please tick if reference may be sought before interview

1. YES

2. YES

3. YES

One of your references must be your current or latest employer

1.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Email Address: _____

2.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Email Address: _____

3.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Email Address: _____

4. Current or Latest Employment

Company: _____ Phone: _____

Address: _____

Manager: _____

Job Title: _____ Salary: _____ Other benefits: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

5. Supporting Statement

Using the job description please summarize how you feel you meet the requirements for the role and what you could bring to Personalised 4 Autism to ensure we continue to offer an exceptional service.

6. Health

- a. Are you in good health? YES/NO
- b. Are there any medical conditions which may affect your application or your ability to undertake the duties of the position applied for? (If yes please provide details on separate sheet) YES/NO
- c. Are you physically able to undertake this work which involves working with children/young adults with learning difficulties & challenging behaviors? YES/NO
- d. Are you registered disabled? (If yes please provide details on separate sheet) YES/NO

7. Safeguarding

The Rehabilitation of Offenders Act 1974 (exception orders)

In compliance with the Rehabilitation of Offenders Act (1974) applicants for positions working with substantial unsupervised access, on a sustained or regular basis to children or young persons must declare all convictions or cautions, be they spent or unspent. Failure to disclose such information could result in subsequent dismissal or disciplinary action if you were appointed. Details of any convictions cautions or pending court cases should be attached to this application (in a sealed envelope if preferred).

Those who have no (pending) convictions should state here "I have no convictions and/or cautions and/or pending court cases" in their own handwriting.

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I confirm that the information in this application is correct to the best of my knowledge, and understand that wrongful completion will invalidate any contract of employment, which may be offered to me by Personalised 4 Autism Ltd.

Applicant's signature: Date:

NB: You will be required to produce confirmation of identity if invited to interview in the form of Passport and/or current UK driving license and utilities bill etc.

If you are a foreign national a valid passport and proof of unrestricted work permit must be produced. Failure to produce ID will automatically cancel any proposed employment.

You must have a valid DBS (enhanced) clearance before taking up any offer of employment. All new employees must be cleared through the Disclosure and Barring Service to work with children and vulnerable adults irrespective of any previous clearance you may have. You will be required to complete an application for this, and any offer of employment would be conditional on this clearance.

8. General Data Protection Regulation

To help us assess your skills and match to the available position, we will need to ask you for personal information about you and your experience and training. We will record this information, which will not be shared with anyone without your agreement, and it will be kept in a confidential file which will be kept in a locked filing cabinet.

If you are successful and offered the position, your personal information will be kept in a personnel file held securely electronically. This information will be kept for a period of six years after you have left the company. If you are unsuccessful, your information will be kept securely for a period of six months. It will then be shredded and got rid of in a secure manner. Only Senior Managers will have access to your file if it is required.

You may have access to your notes at any time to see what is actually being recorded. It is the company's policy that all the information we receive about candidates is confidential and that only those people who need to know the information will have access to it.

The company will always ask your permission before we share with anyone else the information you have given us. In certain circumstances, however, we may need to share information to fulfil our duty of care to you and our service users to keep everyone safe from risk of harm by following the procedures that are set out in the service's safeguarding policy.

9. Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal.

Signature: _____ Date: _____

10. Return Completed Form

Please return the completed application form to Recruitment@personalised4autism.com

'Recruitment'
Personalised 4 Autism
Suite 1,
2 Artizan Road
Northampton
NN1 4HU

Where did you see this post advertised?

11. Office

OFFICE USE ONLY

Date Received

Closing Date (if applicable)

Personalised 4 Autism Ltd
Company Number: 8382729
Directors: Alasdair Bond

Section: