



Residential Care Worker Application Form

Name:

Date of Application:

Please return to:
director@highfieldnortheast.co.uk
or
Halcyon (Highfield NE Ltd)
Office 5, Bhive Business Centre
Allum Way
Skelton Industrial Estate
Skelton
TS12 2LQ

Halcyon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

PART 1 - PERSONAL DETAILS	
Surname:	First Name(s):
National Insurance No:	
Are you now, have you ever been, or were you at birth known by a different name? Please give details.	
Address:	
Post Code:	
Telephone Numbers	
Daytime:	Mobile: Evening:
Email Address:	

PART 2 - PRESENT OR MOST RECENT EMPLOYER			
Present or previous employer			
Address			Post Code
Telephone			
Position held		Full Time/Part Time	
Date started		Notice Period or leave date	
Key responsibilities of post and main achievements:			

PART 3 – FULL EMPLOYMENT HISTORY (including any voluntary work, periods of training/education and accounting for any gaps in employment history – please provide explanations for any employment gaps)

Name & Address of Employer	Start Date MM/YY	End Date MM/YY	Job Title & Main Duties	Reason for Leaving

PART 4 - SCHOOL EDUCATION

Qualifications/Level	Subject	Grade	Year

PART 5 - FURTHER EDUCATION /QUALIFICATIONS, IF APPLICABLE

University or College	Degree or Qualification	Course Start Date	Course End Date

PART 6 – ADDITIONAL INFORMATION

Please relate what experience, knowledge, and personal qualities you can bring to this job. Relate it directly to the requirements outlined in the person specification.

PART 7 –OTHER INFORMATION

(A) Do you have a full clean driving licence? (If not, please state endorsements and dates below)

YES / NO

(B) Where did you hear about this vacancy?

PART 8 –Have you ever been dismissed from any previous employment on the grounds of abuse, misconduct or incapability? Answering yes will not necessarily prejudice your application.

Yes / No

If yes please give details of dates and reasons

PART 9 – This post is exempt from the Rehabilitation of Offenders Act 1974. Please give details of any spent and unspent criminal convictions, cautions, reprimands, warnings or bind-overs including the dates and any sentences imposed. Having a criminal record will not necessarily prejudice your application.

PART 10 – Do you have any pre-existing medical conditions?

Yes / No

If yes please give details

PART 11 – Number of days sick leave over the past 3 years.

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PART 12 – The Disability Discrimination Act 1995 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration do you consider yourself to have a disability? If yes, please describe any equipment you may need or adaptations which you consider may need to be made to accommodate your disability/disabilities if you are appointed to this post

<p>Do you consider yourself to have a disability?</p> <p style="text-align: center;">Yes / No</p>	<p>If yes, please describe any equipment you may need or adaptations which you consider may need to be made to accommodate your disability/disabilities if you are appointed to this post.</p>
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If you are shortlisted please describe any special arrangements which you would like Highfield North East Limited to make available for your interview.

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PART 13 - REFERENCES – We will seek 2 references at the short listing stage. Highfield North East reserves the right to contact any previous employer to verify information regarding your employment to ensure the safe guarding of the young people in our care.

	Most Recent/Current Employer	Previous Employer
Referees Name:		
Referees Job title:		
Dates Covered:		
Business Address:		
Postcode:		
Telephone:		
Business E-Mail:		

PART 14 - DECLARATION

- I certify that, to the best of my knowledge, all the statements made above are true and accurate and, in particular, that I have not omitted any facts which may have a bearing on my application.
- Highfield North East Ltd may take steps to verify the information that I have provided by contacting referees and checking professional registers.
- **Disclosure and Barring Service.** All of the posts within Highfield Children's Home will be subject to disclosure procedures. This particularly applies to posts which provide access to young people or vulnerable adults. These appointments will be subject to rigorous vetting processes including checks by the Disclosure and Barring Service and other relevant bodies. The level of disclosure required will be indicated on the job description and candidates selected for interview will be provided with information explaining this procedure, together with a copy Highfield North East's policy on employing people with criminal convictions. Highfield operates in line with the DBS Code of Practice - a copy can be made available on request. A criminal record will not necessarily prevent you from obtaining a position.
- **Data Protection Act 1998.** Highfield will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee of the Highfield the information will be used for the purpose of personnel administration including pay and pensions. I give explicit consent that the information given on this form may be stored and processed in accordance to the Data Protection Act 1998.
- Personal information will not be passed to other organisations without your prior consent.
- I am aware that providing false information could result in my application being rejected or may lead to summary dismissal if I am selected for a position within Highfield North East. If I am registered with any professional body Highfield North East will inform them that I have provided false information on my application form.

Signature _____

Date _____

Recruitment Monitoring



Halcyon operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of:

Job reference no:

Full name:

Gender (please select as appropriate) Male/Female/Transgender/other/prefer not to say

Date of birth: / /

Do you consider yourself to have a disability? Yes/No/Not answered

If yes, what is the nature of your disability?

We are working to implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.

Do you wish to take part in this scheme? Yes/No