

Thank you for your interest in applying for a role at Daneswood, a home for young adults with severe and multiple learning difficulties.

**Daneswood Care Home**

**Cuck Hill**

**Shipham, Nr. Winscombe**

**Somerset**

**BS25 1RD**

or, alternatively, e-mail your application form to [chloe@daneswood.org](mailto:chloe@daneswood.org)

You may include a CV and/or covering letter if you wish but all applications forms must be completed and signed in a black pen. **If application is not fully completed, then it may be rejected.**

APPLICATION FORM

|  |  |  |
| --- | --- | --- |
| Role applied for: …………………………………………………………. |  | |
| Personal Information  First name: …………………………………………………….. Surname: ………………………………………………………  Date of birth (DDMMYYYY): ………………………… NI number: …………………………………………………….  Address:  …………………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………..  Contact Details  Telephone (Home):………………………………………………………………………………………………………………………………………………………..  Telephone (Mobile): …………………………………………………………………………………………………………………………………….  Email: ………………………………………………………………………………………………………………………………………………………….. | | |
| Education (please continue on separate sheet if necessary)   |  |  |  |  | | --- | --- | --- | --- | | Last school attended | Dates (month/year) | Achievements and Awarding Bodies | Grade | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | Further Education | Dates (month/year) | Achievements and Awarding Bodies | Grade | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | Further Education | Dates (month/year) | Achievements and Awarding Bodies | Grade | |  |  |  |  | | | |
| Previous Employment – This must be all employment since leaving education.  **(please continue on separate sheet if necessary)**  Present/most recent employer: ………………………………………………………………………………………………………………  Position held: ………………………………………………………………………………………………………………………………………….  Address:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Start date: ………………………………………….. Leave date: ……………………………………………  Telephone number: …………………………………………… Salary: ……………………………………………………….  Duties:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Reason for leaving  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………. | | |
| Present/most recent employer: ………………………………………………………………………………………………………………  Position held: ………………………………………………………………………………………………………………………………………….  Address:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Start date: ………………………………………….. Leave date: ……………………………………………  Telephone number: …………………………………………………………………… Salary: N/A  Duties:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Reason for leaving  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  Present/most recent employer: ………………………………………………………………………………………………………………  Position held: …………………………………………………………………………………………………………………………………………..  Address:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Start date: ………………………………………….. Leave date: ……………………………………………  Telephone number: …………………………………………………………………… Salary: …………………………………………  Duties:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Reason for leaving  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………. | |
| Present/most recent employer: ………………………………………………………………………………………………………………  Position held: ………………………………………………………………………………………………………………………………………….  Address:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Start date: ………………………………………….. Leave date: ……………………………………………  Telephone number: …………………………………………………………………… Salary: …………………………………………  Duties:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………..  Reason for leaving  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………. | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Periods when Not Employed  *Please give details of unemployed periods/gaps in employment and the reasons for them this will need to be* ***from leaving education.***   |  |  |  | | --- | --- | --- | | **Start date** | **Finish date** | **Reason** | |  |  |  | |
| Personal Statement  *Statement of personal qualities and experience which are relevant to your suitability for the advertised post and how you meet the person specification. Please continue on a separate sheet if necessary:* |
| Additional Information  ***Please circle as appropriate***   |  |  |  | | --- | --- | --- | | Have you ever been convicted of a criminal act?  (This employment is not covered by the Rehabilitation of Offenders  Act and **all** convictions, cautions and bind overs must be disclosed  and attached in a sealed envelope) | Yes | No | | Are you lawfully able to work in the UK? | Yes | No | | Do you have a current driving licence? | Yes | No | | If yes, do you have any penalty points? | Yes | No | | If yes, please specify: | | | | Do you speak or read a foreign language? | Yes | No | | If yes, please specify: | | | | Do you have computer/ICT skills? | Yes | No | | If yes, please specify: | | |  |  | | --- | | Please specify any community or volunteer experience: | | Where did you see or hear this job advertised? **If a current Daneswood employee recommended you for the post you are applying for, please state their name as they may be eligible for the recruitment bonus:** | |
| References  *Please give the name and contact details of two references who Daneswood can contact for an employment reference. The references should be your current or most recent*  *By giving these details, you consent for Daneswood to contact the nominated individuals or organisations for the purposes to confirming employment periods and assessing suitability****.***  ***All spaces under the previous employment section should be fully completed, if this is not done then your references may not be accepted.***  *1st Previous Employment 2nd previous employment*   |  |  | | --- | --- | | Name: ………………………………………………………………….  Address: ……………………………………………………………..  Occupation: ………………………………………………………  Telephone number: ………………………………………..  Email Address: …………………………………………….. | Name: ………………………………………………………………….  Address: ……………………………………………………………..  Occupation: ………………………………………………………  Telephone number: ………………………………………..  Email Address: …………………………………………….. | |
| Monitoring  *Please circle as appropriate. This information is used for monitoring only and for no other purpose. It will be treated as confidential.*  *It is Daneswood’s policy to employ the best-qualified personnel and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability, etc.*   |  |  |  |  | | --- | --- | --- | --- | | I identify my gender as: | Male | Female | Prefer not to disclose | | Ethnicity:  African Afro-Caribbean Asian UK/European Continental European  X🗸🗸  Other Please specify: | | | | | Do you consider yourself to have a disability? | | Yes | No | | If Yes, please provide details including if any adjustments will be required for your interview: | | | |   Declarations  I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started and possible referral to the police.  I have not been disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory body, e.g. Care Quality Commission, and have no convictions, cautions or bind overs.  I have attached details of my record referred to in Section 6 above in a sealed envelope marked ‘Confidential’.  Daneswood is authorised to obtain references to support this application. I release Daneswood and referees from any liability caused by giving and receiving information.  I agree that the organisation may use the information contained on this form for the purpose of processing my job application, for ethnic and gender monitoring and for any other legitimate purpose of the business.   |  | | --- | | Print name: | | Signature: | | Date: | |