 V1.1

**Specialist Support Work Application Form**

**Please ensure that you complete ‘ALL RELEVANT FIELDS’ as incomplete forms cannot be accepted. Submitting an Incomplete form will delay your application being processed and may result in your application being rejected.**

If you run out of space answering any questions, please use the additional information section at the end of this application form.

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| **How did you hear about this vacancy?** |  |

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| **1. Personal Details** |

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| **Title** |  | **Surname** |  | | **Forename(s)** |  | | |
| **Prefer to be known by** | |  | | **Previous surnames(s) (if applicable)** | |  | | |
| **Address** | | |  | | | | **Postcode** |  |
| **Contact Number(s)** | | | **Home:** | | **Mobile:** | | | |
| **Email Address** | | |  | | | | | |
| **Languages spoken** | | |  | | | | | |
| **Date of Birth** | | |  | | | | | |

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| **Do you have a full UK Driving Licence?** |  | **Do you have access to a car?** | |  |
| **Do you currently have business insurance?\*** |  | | | |
| **Would you be willing to use your car to take out the children you support during sessions?\*** | | |  | |
| **Do you have any driving convictions? \*** |  | | | |
| **If you answered ‘yes’ to having any driving convictions , please can you provide details below\*** | | | | |
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**\* Proof of valid business insurance will be required before being eligible to take out a child in your own car**

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| **UK National Insurance Number** |  |

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| **Are you a UK/EC/EEU National?** |  | |
| **If you have answered ‘No’ and are legally entitled to work in the UK, please answer the questions below** | | |
| **What is the expiry date of your current Visa?** |  | |
| **Does your Visa have any restrictions regarding employment in the UK?** | |  |
| **Please supply details of any restrictions**  **(If applicable)** |  | |

**Please note: Your eligibility to work in the UK will be subject to checking prior to assessment. If you are unable to provide documents to support this, we will not be able to take your application any further.**

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| **2. Supporting Information** |
| **Please refer to the job description and think about transferable skills from previous employment, volunteer work, work experience and/or any training that you may have undertaken that would benefit you in this role when answering the questions below.** |
| * **Please tell us why you are interested in applying for this role?** * **Please tell us about your experience working with children, especially those with special needs, or vulnerable people (including voluntary and unpaid work)** * **What skills and knowledge do you have, and believe are required, to ensure the safety and wellbeing of a vulnerable child?** * **How do you build effective relationships with others?** |
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| **2.1 Additional Supporting Information** | |
| To provide a beneficial support service to meet the needs of our children, and their families, we need to be as flexible as we can. We provide support to our families during the week, mainly after school, and weekends.To ensure their needs are met, we require all our support workers to be available to work at least 2 weekend days per month. | |
| **Are you able to work at least 2 weekend days per month?\* YES/NO**  **(Please note - This is a requirement of the role)** | |  |

**\*If there are only certain weekend days that you can work during each month, please tell us below**

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| **3. Referees** |
| **Please provide details of two referees below who we can request a reference from. \***  **Please ensure you provide at least one employer reference, from your most recent employer. If you have not had two previous employers, please supply details of a teacher or tutor you studied under during your current/most recent education or from any volunteer work if applicable.**  **Please note – Unless you advise otherwise, referees may be contacted following your acceptance of an invite to assessment.\* We cannot accept references from colleagues, friends or family members** |

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| **Employer Name** |  | | | | | | | | | |
| **Employer Address** |  | | | | | | | **Postcode** |  | |
| **Referee Name** |  | | | | | | | | | |
| **Your Job Title** |  | **Relation to you (e.g. Team Leader)** | | | | |  | | | |
| **Contact Details(s)** | **Business Phone:** | | | **Business Email:** | | | | | | |
| **Can this referee be contacted prior to assessment?** | | |  | | | | | | | |
| **Reference Type (please select by marking with an ‘x’)** | | | **Employer** | |  | **Academic** | | | |  |

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| **Employer Name** |  | | | | | | | | | |
| **Employer Address** |  | | | | | | | **Postcode** |  | |
| **Referee Name** |  | | | | | | | | | |
| **Your Job Title** |  | **Relation to you (e.g. Team Leader)** | | | | |  | | | |
| **Contact Details(s)** | **Business Phone:** | | | **Business Email:** | | | | | | |
| **Can this referee be contacted prior to assessment?** | | |  | | | | | | | |
| **Reference Type (please select by marking with an ‘x’)** | | | **Employer** | |  | **Academic** | | | |  |

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| **4. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)** |
| **IMPORTANT INFORMATION**  The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are now 'protected' and are not subject to disclosure to employers and cannot be taken into account.  **All** **cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance, for posts concerned with safeguarding children and vulnerable adults will remain subject to disclosure. In addition, the legislation covers equivalent offences committed overseas.**  **All convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded**  As this role involves caring for, supervising or being in sole charge of children, we require you to undergo an enhanced DBS check which is to be completed and assessed before working with our families.  If you are unsure about what you need to declare, please follow the link below to view the DBS list of offences that are **‘not protected’** when conducting a criminal record check.  [**https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check**](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) |

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| **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)?** | |  |
| **If you answered ‘Yes’, please provides details below of the nature of the order(s) and/or offence(s), any penalties or sentence(s) received and the date(s) and place(s) of related court hearings.** | | |
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| **Are you already enhanced DBS checked?\*** |  | |
| **If you have answered ‘Yes’, please provide the date this was completed\* (dd/mm/yy)** |  | |
| **Are you on the DBS update service?** |  | |
| **Do you have any pre-booked holidays?** |  | |

**\*If you have already had an Enhanced DBS check previously, if shortlisted, we request that you bring it with you to assessment.**

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| **Data Protection** |
| **The personal information that you have submitted in this form is for the sole use of the recruitment process, in line with the Data Protection Act. If your application is successful and you are offered a position, it will also be included with your employment records. If you are unsuccessful, it will be held on file for a period of 6 months before being securely destroyed.** |

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| **Declaration** |
| **I declare that, to the best of my knowledge, the information I am submitting in this form is true, factual and accurate. I agree that if I have provided false, or intentionally omitted relevant and/or significant, information, it may result in my application being rejected or, if already undertaking the role, dismissal.** |
| **I understand the declaration above** |

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| **Full name** |  | **Date** |  |

**Please return your competed application form to** [**recruitment@time-specialist-support.com**](mailto:recruitment@time-specialist-support.com) **within 7 days of receipt.**