



KINGDOM CARE

Safer Futures for Children and Young People

Company Number:14212127

Position subject to an enhanced DBS disclosure

Kingdom Care Children Home Application Form

CONFIDENTIAL

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1. Job Details

Post Title	
Application Closing Date	

2. Personal Details

First Name	
Last Name	
Address	
Telephone Number	

Do you have a current driving licence? Yes/No

Do you have the use of a car for work? Yes/No

Do you have a clean driving licence? Yes/No

Do you require a work permit? Yes/No

3. Education and Qualifications

From the age of eleven onwards

From	To	Name and Address of School, College, University	Full or Part-time	Qualifications gained and Grades

4. Membership of Professional Bodies

Institute	Level of Membership	Year of Award

5. Training

Please include government training schemes, apprenticeships, short (1 day) courses, projects, trade and professional training. Please add as many rows as you need or continue on an additional page

Course Title	Organisation	From	To

6. Details of Present/Most Recent Employment

Name and address of employer:

Position held:

From:

To:

Details of main purpose of job, who you report to and your responsibilities:

Reason for leaving/wishing to leave:

Current Salary:

7. Employment Prior to Most Recent Employment

Record all posts you have held starting with the most recent, including any vocational work and service with HM Forces - continue on a separate sheet if required. If there are any gaps in your employment dates, please tell us what you were doing during the timeframe of the gap.

Name & Address of Employer	Nature of Business From	(Exact dates) To	(Exact dates) Position Held/ Duties and Achievements	Reason for Leaving and Salary

What is the earliest date you could commence employment with us?

8. Voluntary Work

Include all voluntary work prior to and after leaving school.

Organisation	From	To	Position Held, Duties and Achievements Number of Hours Per Week	Reason for Leaving

9. Other Experience

Please describe time spent since leaving full-time education. Full details of any period not accounted for by full or part-time employment should be given.

Other Experience	From/To

10. Other Interests

These include leisure activities, hobbies, public duties, or private business work. Please list any achievements.

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11. Health

A separate declaration will be forwarded should your employment application be successful.

12. Information in Support of Your Application

Why are you applying for this job? What attracted you to the vacancy? Please mention any specific skills, experience, and achievements you can offer which meet the requirements of the job description and person specification. These skills/experience/achievements may have been gained in your current or previous employment, education, training, domestic activities, voluntary work, leisure interests etc. (cont. on a separate sheet if necessary).

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13. Written Exercise

Please indicate, using approximately 250 words, the attitudes, personal characteristics, and skills you consider important to an effective employee in a children's residential care setting. State clearly, what you consider to be the essential needs of children. Continue a separate sheet if necessary. Please note that written exercises form an important part of the selection process and may be discussed at the interview.

13: Written Exercise

13: Essential needs of children:

14. Reference

Please state the names and addresses of two people we can contact for references. One must be your current or most recent employer. In the absence of previous employment, you must provide a reference from your last place of full-time education.

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Job Title:	Job Title:
Relationship to Applicant:	Relationship to Applicant:
How long has the Referee known you?	How long has the Referee known you?
Please confirm the reason for leaving this employment.	Please confirm the reason for leaving this employment.

Please note that your reference must not be a relative.

The company reserves the right to contact any of the employers listed above to support your application.

Note: We usually contact references if you are called for an interview. Please indicate if this is likely to cause you problems. Yes/No.

15. Rehabilitation of Offenders Act

Because the nature of the work for which you are applying involves substantial access to children, it is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. You are therefore NOT entitled to withhold information about convictions which, for other purposes, are "spent" under the provision of the Act. A conviction, bind over, or caution will not automatically disqualify you from employment, but any failure to disclose such information could result in dismissal or disciplinary action being taken by The Company. Any information given will be kept in strict confidence.

However, failure to declare a conviction may disqualify you from appointment or result in summary dismissal when the discrepancy comes to light.

Have you ever been convicted in court or cautioned by the police? Yes/No

If yes, give details:

Continue on a separate sheet if necessary.

Do you have any possible prosecutions pending? Yes/No

If yes, give details:

Continue on a separate sheet if necessary.

16. Disciplinary

Please list any employment disciplinary offences and the disciplinary action you have received.

Offence(s)	Type of Disciplinary Action	Outcome	Date	Name & Address of Employer

17. Declaration

I understand that the organisation will treat the information in this application form as confidential.

To the best of my knowledge, I declare that the above statements are true. I understand that giving any deliberate, false, or misleading information in this application may render me liable to dismissal if engaged.

Signed:

Date:

Please return this form to Vicki Lefevre: vicki@kingdom-care.co.uk