



# Application Form

Confidential

Post applied for: \_\_\_\_\_

Where did you hear of the vacancy? \_\_\_\_\_

Are you applying for a volunteer position? \_\_\_\_\_

*The aim of this application form is to provide the shortlisting and selection panel with information about your skills and abilities. The information provided will be used in the recruitment process and will form the basis of the personnel records for successful candidates.*

*Please read the questions carefully and complete as fully as possible.*

*Please use black ink or typescript and write in block capitals, where possible.*

Personal details		
Surname:	First name(s):	
Preferred title:		
Current home address:		
Home number:	Mobile:	Email address:
National insurance number:	Do you hold a current driving license: Yes                  No	Do you have access to a vehicle: Yes                  No

Do you have any restrictions on working in the UK?                  Yes                  No

If yes, do you hold appropriate work visa/permits for the full term of this role?    Yes    No

\*It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK.

## Right to Work

To satisfy right to work requirements you will need to provide us with one of the following documents:

- Passport, birth certificate or national ID card
- A document proving your permanent National Insurance number (e.g. P45, P60) plus one of the following:
  - Birth certificate (issued in the UK, Ireland, Isle of Man or Channel Islands)
  - Certificate of Naturalisation as a British citizen
  - Letter from Home Office granting indefinite leave to remain in the UK
  - Residence permit
- Your work permit plus one of the following:
  - A passport or travel document that shows right to enter and work in the UK
  - Letter from the Home Office proving right to enter and work





## Supporting Statement

Your application form plays an essential part in choosing the right person for the job. You are invited to set out on this page further information in support of your application

*Please try to include the following sections:*

1. Reason for applying for this post
2. Relevant experience
3. Any recent relevant training
4. Hobbies and other interests

## Driving

Do you hold a full driving license:	Yes	No
Additional information:		
Are you a car owner?	Yes	No
Do you have any current endorsements?	Yes	No
Have you ever been refused motor insurance?	Yes	No
If yes, please provide more details		

## Working Time Regulations

Purple oak support wishes for its employees to be fully aware of the working time regulations.

As well as statutory obligations the organisation wishes to promote good working conditions. In calculating a worker's working time, the organisation must consider of all workers working time, whether for the organisation or another employer.

Therefore, please show below details of any employment you will undertake in additional to hours of work you may be offered by Purple Oak Support.

Do you have any jobs that would run simultaneously with your employment at Purple Oak Support? Yes  No

If yes, please provide details below

Name of employer:	Job Title:
Address:	Hours per week:
Post code:	
Telephone number:	Email:

## Declarations

### Equal opportunities

Purple Oak Support wishes to secure genuine equal opportunity, whether required by legislation or not, in all aspects of its activities as an employer.

To this end, Purple Oak Support will take every reasonable practical steps to:

- a. Ensure that when employment decisions are made, the only personal characteristics considered are those which, as well as being consistent with relevant legislation, are necessary for the requirements and proper performance of the work involved.
- b. Ensure that when an employment decision is made about an individual, the decision is based solely on assessment of the capability and suitability of that individual, and not on any general concepts about the characteristics of categories or groups of persons.

### Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act 1974 (exemption) Order 1975.

Applicants are therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action being taken.

Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

Do you have any convictions, cautions or reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) by SI20 13 1198

Yes	No
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If yes, please disclose details to [HR@purpleoaksupport.org](mailto:HR@purpleoaksupport.org) marked confidential. You may still be eligible for employment depending on the nature and circumstances of the incident(s)

*It is part of Purple Oak Support’s recruitment process that all prospective employees will be checked via DBS.*

### Childcare (Disqualification) Regulations 2009

It is part of Purple Oak Support’s recruitment process that all prospective employees, who will work with children under 8, be asked to complete a Staff Suitability Declaration Form as part of the recruitment process. Where relevant this form will be shared with OFSTED.

### Employment of related persons

Canvassing of our employees (asking them to help you secure a role), directly or indirectly, for any appointment will disqualify your application. Failure to declare any relationship with an employee of Purple Oak Support may lead to dismissal.

Are you related to, or have you formed any relationship (personal, financial, or professional) with any current employee of Purple Oak Support, or its Trustees?

Yes

No

If yes, please provide details:

**Data Protection Act 2018**

Personal Data supplied on this form may be held on and/or verified by reference to information already held on computer. Your records may be kept for a period of time after the recruitment process is completed.

Forms of unsuccessful candidates will be destroyed after six months.

*I confirm that the information given in respect of this application is correct to the best of my knowledge and I have not withheld any facts that may unfavourably affect my application. I understand that false or misleading statements or omissions could place any subsequent employment in jeopardy. If I am appointed, personal information about me may be computerised for Employee administration purposes including analysis for management purposes.*

Signed:

Date:



# Purple Oak Support

## Equal Opportunities Monitoring Form

Purple Oak Support is an equal opportunities employer

Purple Oak Support is committed to providing equality of opportunity in employment. To help ensure our policy is being carried out, it would help if you could complete this form.

Any information you provide will be used only for monitoring and will be treated as confidential.

Post applied for:		
I would describe my ethnicity as:		
White British	White Irish	
White other, please specify:		
White and Black African	White and Black Caribbean	
White and Asian	Mixed other, please specify:	
Indian	Pakistani	
Bangladeshi	Chinese	
Asian other, please specify:		
Black Caribbean	Black African	
Black other, please specify:		
Date of birth:	Gender:	
Do you consider yourself to have a learning disability?	Yes	No
Do you consider yourself to have any other form of disability?	Yes	No



**Reference consent form**

I, ..... (name) consent to Purple Oak Support contacting the below listed persons for reference.

*Please list up to 5 references (minimum of 2) that you are happy for us to contact. List your 2 most recent employers in the first instance and then employers in the care sector, if any.*

Organisation name	Address	Email address	Telephone number	Job title	Dates of employment	Consent to contact for references

**Signed** ..... **Date** .....