

Application Form

Private and Confidential

Step-a-Side Co Ltd

29 Market Place

Coleford

Gloucestershire

GL16 8AA

You must complete all of the Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post, so please make sure it is accurate and complete.

In accordance with the General Data Protection Regulation (GDPR), Step-a-Side will only use the information given on this Application Form to determine your suitability for this post and to monitor equal opportunities.

E-mail: admin@stepaside.uk.com

Telephone: 01594 501230

Website: www.stepasidecare.com

Position applied for:	Closing date:
Where did you first learn of this vacancy?	

Personal Details and Contact Details

Title:	Surname:	Forenames (in full):
Home Address:		
Date of birth:	Contact tel no(s):	
E-mail address:		

Membership of Professional Associations or a Statutory Body

Organisation Name	Level of membership, role or registration no (if applicable)	Registration date
Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK? If yes, please provide details in a sealed envelope and attach with this form: Yes <input type="checkbox"/> No <input type="checkbox"/>		

References

Please provide details of two referees who can comment on your suitability for this post. These should be a line manager or supervisor. We cannot accept references from people who are your relatives or friends. If you have not worked previously, then please give details of a school/college/university official. If you are applying for a post which requires unsupervised access to children, young people or vulnerable adults, we reserve the right to approach any past employer for a reference.

Referee 1 (your current or most recent employer) <i>Please tick the box if you do not wish us to contact this referee prior to interview:</i> <input type="checkbox"/>	Referee 2 <i>Please tick the box if you do not wish us to contact this referee prior to interview:</i> <input type="checkbox"/>
Name:	Name:
Relationship to you:	Relationship to you:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No:	Telephone No:
E-mail Address:	E-mail Address:

Current Employment (or last employment if not currently employed)

Employer name:	
Employer address:	
Your post title:	
Start date:	End date (if applicable):
Please give a brief description of your current duties, responsibilities and achievements:	
Reason for leaving this post:	
What is your contractual period of notice?	Current salary/hourly rate:

Previous Employment

Please list your employment history and continue on an additional sheet if necessary. Please also include details of any gaps in your employment history.

Name and address of employer	Job Title	Start Date	End Date	Reason for leaving

Qualifications and Training

If the post requires a particular qualification, you will be asked to produce original evidence at your interview, if shortlisted.

School/College/Training Provider Name	Subject	Level	Grade/Result	Year obtained

Additional Information

Do you have a Full Current Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details of any endorsements:
Will this be your only employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you will also be employed elsewhere, please record the hours you work with the other organisation:
You will be asked at interview for documentary evidence of your right to work in the UK. Do you have any restrictions that apply to you? Yes* <input type="checkbox"/> No <input type="checkbox"/> *If yes, please give details of restrictions:	
If you are related to anyone who works for Step-a-Side, please provide details:	
Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been dismissed from any previous employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, to the question above, please indicate where you were employed at the time and the reasons for your dismissal:	
Please tell us about any leisure interests, sports and hobbies, or other pastimes you take part in here:	
Are there any dates when you are not available for interview?	

Enhanced DBS Check

All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure.

The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

Have you ever been convicted of any offence, been bound-over, or given a caution?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here. The information you provide will be treated in confidence (if you wish you can attach the details in a separate sealed envelope, marked ‘confidential’).	

Are you currently the subject of any police investigations following an allegation made against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here. The information you provide will be treated in confidence (if you wish you can attach the details in a separate sealed envelope, marked ‘confidential’).	

Safeguarding Declaration

I declare that the information I have given on this form is complete and accurate and that:		
<ul style="list-style-type: none">▪ I am not barred or disqualified from working with vulnerable groups, children, young people or vulnerable adults.▪ I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.▪ I understand that an Enhanced DBS check will be undertaken if I am offered this post.		
Signature:	Print name:	Date:

Reasons for applying for this post

Please tell us your reasons for applying for this post and why you think your skills, abilities knowledge and experience make you suitable for it:

General Declaration

I understand that to knowingly give false information or to leave out any relevant information could result in:

- The withdrawal of any offer of employment, or
- My dismissal at any time in the future, and possible criminal prosecution

Signature:

Print name:

Date:

PLEASE RETURN THIS FORM TO: Step-a-Side, 29 Market Place, Coleford, Gloucestershire, GL16 8AA or email to: admin@stepaside.uk.com