

Job application form

Keswick Care is committed to the safeguarding and promotion of the welfare of all children and young people.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

Job details

Position Applied For	
Please indicate preferred working arrangements:	Full time <input type="checkbox"/> / part time <input type="checkbox"/>
Reference number	

Personal details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Preferred Name	
Address	
Email address	
Daytime telephone number	
Mobile	
Home	
National Insurance number	
Date of Birth	
Do you require a work permit?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Present employment

Job title	
Name and address of employer	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

Previous employment

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work and any work experience from leaving school (continue on a separate sheet as necessary)			
Name & Address (include nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

Time Breaks in Employment

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order. *(please continue on a separate sheet if necessary)*

From (exact dates)	To (exact dates)	Reason for break:

Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time

Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. <i>(Please continue on a separate sheet if necessary)</i>		
Course Title	Organisation	From / To

Driving Licence

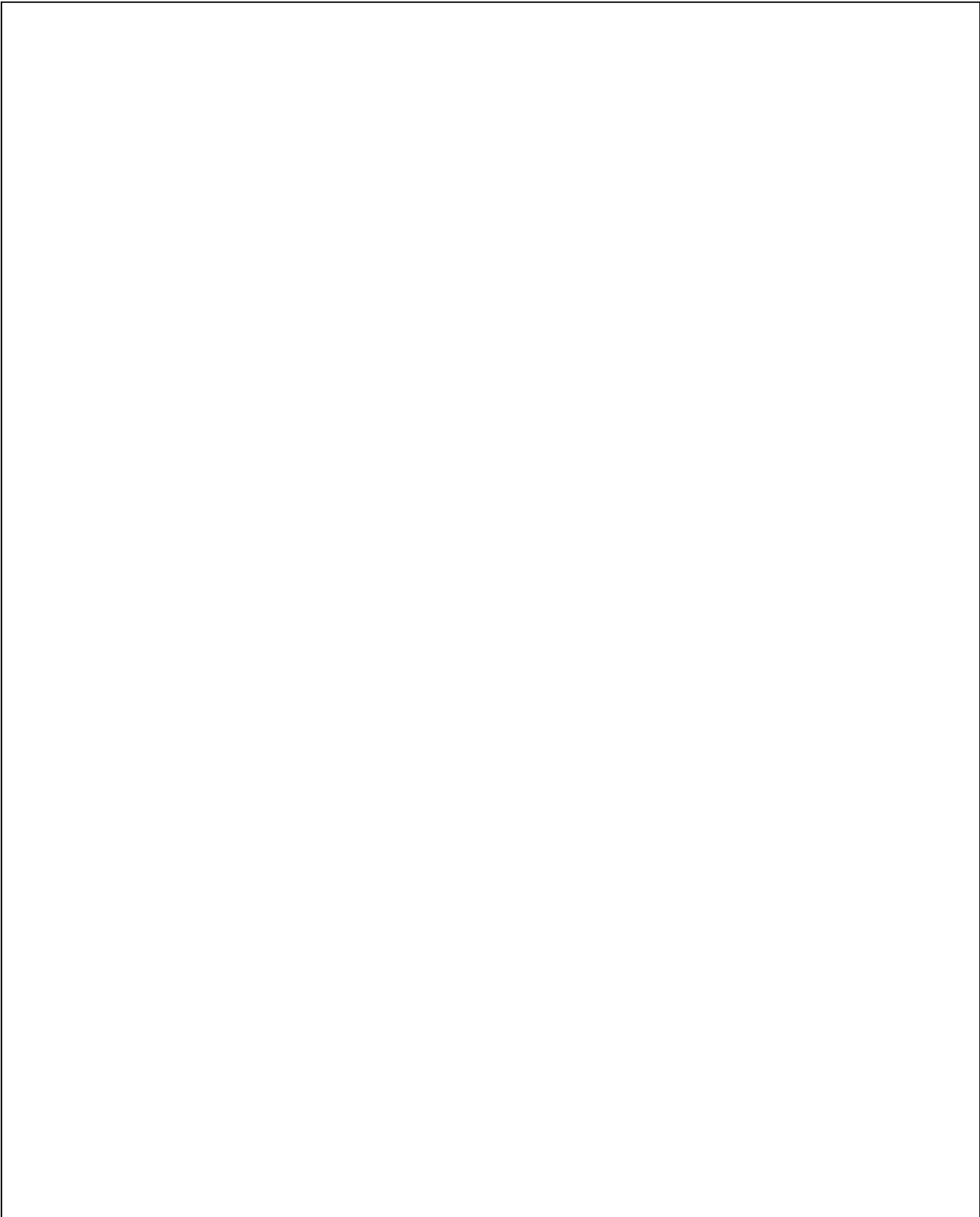
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

Why are you applying for this job?

Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. *(Please continue on a separate sheet if necessary).*



Keswick Care
Creating a Brighter Tomorrow



References

Please provide three references. One must be your present or last employer (where applicable) and another second employer. If you have not been employed previously, please provide academic and character references.

A job offer will not be made without 2 satisfactory references.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

For posts within Children's Residential Services, employment references will be automatically sought even if you have stated 'no' in the 'may we contact' boxes below. Please contact us immediately if this is a cause for concern.

Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Second Employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Personal Referee or course tutor (if applicable)	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Attendance

Please give the number of days and reason for any sickness/absence days taken during the last 12 months.

Number of days:	Reason(s):

Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. All appointments are subject to an enhanced CRB check. N.B. Declaration of convictions will not necessarily bar you from employment.

Have you ever been convicted of a criminal offence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details in a sealed envelope marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

Declaration of Interests

Do you have any relationships with any person employed by or connected with Keswick Care?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give full details	

Keswick Care

Disclaimer Form

The Disqualification for Caring for Children Regulations 2002 applies to anyone employed in a registered or voluntary children's home.

The Regulations set out grounds for disqualification from caring for children.

These fall into three main areas:


1. Where a child of the individual has at anytime been the subject of a care or similar order, or where an order has been made with the purpose of removing a child from the individual's care or preventing the child from living with him/her.
2. Where the person has been convicted of an offence specified in Schedule 1 of The Children and Young Persons Act or one involving injury or threat of injury to another person.
3. Where:
 - The person has been concerned with a voluntary or registered children's home which has been removed from the register; or
 - An application by the person for registration of a voluntary or registered children's home has been refused; or
 - The person has been prohibited from being a private foster parent, or the person has been refused registration to be a child minder or provider of day care, or had his/her registration cancelled.

I have read and understood the above and declare that I am not disqualified from caring for children under The Disqualification for Caring for Children's Regulations 2002.

Name: (please print).....

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

Declaration

<p>I declare that the information given both on this application form, disclaimer form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.</p>	
Signed:	
Date	
Print name	
<p>If form has been completed electronically please place an 'x' in this box to indicate your consent →</p>	<input type="checkbox"/>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Data Protection Act 1998</p> <p>Keswick Care will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.</p> <p>Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.</p> </div> </div>	

How to return your form

Please send your completed application form **to:**

Hylton House, 150 Barnsley Road, Hemsworth, Wakefield, WF9 4PQ

Completed forms can be emailed to: keswickcare@outlook.com

Please note if we do not contact you within 4/6 weeks of the published closing date (or in the absence of a closing date, within 4/6 weeks of the date on which you submitted your application), then you have not been short listed for an interview. All applicants' details are kept on file for 6 months.

In the meantime may we take this opportunity to thank you for your application and for your interest in Keswick Care

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. northern**care** aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. The Company's Equality of Opportunity Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job. As part of this process we monitor our recruitment processes to identify whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for			
Job No. or Ref (if applicable)			
Location			
How did you learn of this vacancy?			
Age		Date of Birth	
Gender	M <input type="checkbox"/> / F <input type="checkbox"/>		

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed below, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

a. White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Gypsy/Romany	<input type="checkbox"/>	Other White background	<input type="checkbox"/>
b. Mixed	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Other Mixed background	<input type="checkbox"/>
c. Black or Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
d. Asian or Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
e. Other ethnic Groups	Chinese	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>	_____			

Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Disability Discrimination Act 2005 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Do you consider yourself to be disabled as set out in the Disability Discrimination Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>



Keswick Care Ltd

Notice: Privacy Notice – Job Application Forms

In line with current legislation:

- EU General Data Protection Regulation (GDPR) 2016 (Implementation May 25th 2018)

Date: 05/18

Review: 04/19

Author: Keswick Care

Approved: Managing Director Gemma Spinks

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

- 2.1 The GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to Keswick Care collecting/processing their personal data.
- 2.2 All Keswick Care employees who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy Notice

3.1 Who are we?

Keswick Care is a family owned company offering residential care for children and young people. It was set up in 2007 to create an ethos of family values and a caring attitude to all the young people who come through our doors. Since 2007, we have expanded our business so that we are able to offer more young people the chance to have a settled life, whilst giving them all the educational and social experiences they deserve.

Our GDPR Owner can be contacted directly here:

- (directors@keswickcare.co.uk)
- (07981849605)

The personal data we would like to collect about you is:

Personal data type:	Source:
First Name and Surname; Preferred Name; Email Address; Address; Telephone Number; Mobile Number; Home Telephone Number; DOB; NI Number; Work Permit; Education, Qualifications; Experience; Skills; Present Employer Details and Salary; Previous Employment; Time Breaks in Employment; Professional Training; Driving License Details and Endorsements; Employer References; Warnings and Disciplinary Issues; Attendance; Criminal Convictions; Equality and Diversity Details Medical Questionnaire	Keswick Care collect this information via downloadable website application forms and hard copy and electronic forms requested by candidates that are posted or emailed to Keswick Care

The personal data we collect will be used for the following purposes:

- Reviewing and responding to job applications
- Using the applicant's information to invite suitable candidates for interview

Our legal basis for processing for the personal data:

- Consent

Any legitimate interests pursued by us, or third parties we use, are as follows:

- Legitimate interest as a responsible data controller to respond efficiently to your query

The special category and criminal offence personal data concerned are:

- Equality and Diversity Details
- Medical Health Questionnaire
- Driving License Endorsements;
- Criminal Convictions

3.2 **Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Keswick Care to process both personal data and special category data, but it must be explicitly given. Where we are asking you for special category and criminal offence personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by requesting or downloading a Consent Withdrawal Data Subject Form and submitting it to directors@keswickcare.co.uk available on request via email or the company website.

3.3 **Disclosure**

Keswick Care will not pass on your personal data to third parties without first obtaining your consent.

3.4 **Retention Period**

Keswick Care will process personal data for the purpose of assessing your suitability for employment and will store the personal data only where applicants are successful at interview. Unsuccessful candidates' personal data will be deleted prior to or following interview.

3.5 **Your Rights as a Data Subject**

At any point while we are in possession of, or processing your personal data, you (the data subject), have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.

- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right to be subject to the legal effects of automated processing or profiling.
- **Right to judicial review** - in the event that Keswick Care refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data.

3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Keswick Care (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Keswick Care's data protection representatives GDPR Owner.

The details for each of these contacts are:

	Supervisory authority contact details	GDPR Owner contact details
Contact Name:	Information Commissioner's Office	Gemma Spinks
Address line 1:	Wycliffe House	Hylton House
Address line 2:	Water Lane	150 Barnsley Road
Address line 3:	Wilmslow	Hemsworth
Address line 4:	Cheshire	West Yorkshire
Address line 5:	SK9 5AF	WF9 4PQ
Email or Web:	https://ico.org.uk/concerns/handling/	directors@keswickcare.co.uk
Telephone:	0303 123 1113	(07981849605)

3.7 Privacy Statement

Read more about how and why we use your data here [https://keswickcare.co.uk/ Privacy Policy](https://keswickcare.co.uk/PrivacyPolicy).