**Application for Employment**

**Strictly Confidential**

***Before completing this form, please read the accompanying Candidate Information Pack. It is important to emphasise that a failure to complete this form in accordance with the notes will automatically disqualify you from consideration for the vacancy. If you have any difficulty in completing the form please call us on 01865 300202.***

**POST APPLIED FOR:**

**Post applied for:**

|  |  |
| --- | --- |
| **Last Name**      | **Forenames**      |
| **Any Other Names Used Previously**      | **Date of Birth**      |
| **Address**      | **Telephone Numbers (including mobile and work number if it is convenient to call you)**Home:      Mobile:      Work:       |
| **Email Address**Home: Work:       | **National Insurance number:** |
| **DfES reference number (if appropriate)** |

**Personal Details**

Are you related to an employee of The Mulberry Bush Organisation? Yes [ ]  No [ ]

If yes, please provide details:

Please tell us how you found out about this role:

If you were referred by a current Mulberry Bush Organisation staff member, please give their name:

Do you require a work permit to work in the United Kingdom? Yes [ ]  No [ ]

If so, do you hold a current work permit? Yes [ ]  No [ ]

**Driving**

Do you hold a valid UK driving licence? Yes [ ]  No [ ]

If yes, in which year did you pass your driving test?

If you have any penalty points on your licence, please provide full details (e.g. nature and date of offence):

Are you a car owner? Yes [ ]  No [ ]

**Health**

**Please note that the completion of this section is voluntary.**

Is there anything concerning your medical history or state of health that is relevant to your application? Yes [ ]  No [ ]

If yes, please provide details:

How many days of work have you missed in the last twelve months due to illness or injury?

You should be aware that any offer of employment is likely to be subject to the completion of a further medical questionnaire and a possible medical examination.

**Current/Most Recent Employment**

|  |
| --- |
| **Name of Employer** |
| **Address**      | **Job Title**      |
| **Dates Employed**      |
| **Briefly describe your main responsibilities:**       |
| **Current or Final Salary**       | **Period of Notice Required**       |
| **Reason for Leaving or Seeking a Change:**       |

Please provide below full details of your career history prior to your current role in reverse chronological order and working back to when you left full-time education. We require comprehensive information on your employment record **and** breaks in employment. So, please provide all employment details including the name of your employer, the dates you were employed, your job title and your duties. In addition, please give details of all breaks in employment including the dates and your activities during these times e.g. travel, raising a family, voluntary work, unemployment, training (please continue on a separate sheet if necessary).  **Please note – LIST BOTH MONTH AND YEAR a failure to include full details of all employment and breaks could result in your application being rejected.**

**Career History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer or** **Break Activity** | **Date From****Month & year** | **Date To****Month & year** | **Job Title/Responsibilities or** **Break Details** |
| **Reason for Leaving or Seeking a Change:**    |  |  |   |
| **Reason for Leaving or Seeking a Change:**  |  |  |  |

**Career History (continued)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer or** **Break Activity** | **Date From** | **Date To** | **Job Title/Responsibilities or** **Break Details** |
| **Reason for Leaving or Seeking a Change:**     |  |  |   |
| **Reason for Leaving or Seeking a Change:**  |  |  |  |
| **Reason for Leaving or Seeking a Change:**  |  |  |  |
| **Reason for Leaving or Seeking a Change:**  |  |  |  |
| **Reason for Leaving or Seeking a Change:**  |  |  |  |
| **Reason for Leaving or Seeking a Change:**  |  |  |  |

Please list the qualifications you have obtained and subjects studied. You should also provide full details of all training received which are relevant to the vacancy for which you are applying here at The Mulberry Bush Organisation. (Continue on a separate sheet if necessary).

**Training and Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **School, College, University, etc.** | **Subjects Studied/Qualifications Obtained** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Professional Qualifications**

Please give details of membership of any professional bodies:

|  |  |  |
| --- | --- | --- |
| **Date Obtained** | **Name of Body** | **Level of Membership** |
|       |       |       |

**Supporting Statement**

Please outline below:

1. The reasons why you are applying for this role.
2. Why you satisfy the requirements of the post as detailed in the person specification.
3. What special skills and qualities you can bring to the role.
4. Please say something about your own personal development and the

 key influences, which have contributed to making you the person you are.

(Please continue on a separate sheet if necessary).

**References**

Please provide details of people who can provide an employment reference on your behalf. It is essential that they can comment on your suitability for this position. If you have worked with children previously, please provide the details of two contacts, one of whom must be your current or most recent employer. If your current or most recent job has not involved working with children, your other referee must be from the employer where you were most recently employed in work with children. If you have not worked with children at all, please provide the names of three referees, one of whom must be your current or most recent employer. In all cases, the people whose details you provide must still be employed by the organisation where you worked. References will not be accepted from relatives or from people writing solely in the capacity of friends. We will not accept home addresses or personal email addresses as the point of contact. The Mulberry Bush Organisation will only approach the referees of candidates who have been selected for interview.

|  |  |  |
| --- | --- | --- |
| **Name of Referee**        | **Name of Referee**        | **Name of Referee**       |
| **Job Title**       | **Job Title**       | **Job Title**       |
| **Organisation**       | **Organisation**       | **Organisation**       |
| **Address**       | **Address**       | **Address**       |
| **Telephone Number**       | **Telephone Number**       | **Telephone Number**  |
| **Email Address** | **Email Address** | **Email Address** |
| **How long have you known this person and in what capacity?**       | **How long have you known this person and in what capacity?**       | **How long have you known this person and in what capacity?**       |

**Exceptions Order 1975 (2013 & 2020)**

|  |
| --- |
| We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  |

**Disqualification for Caring for Children Regulations 2002**

Under these regulations, individuals who have committed certain offences, or for other reasons, are disqualified from running or being employed in a Children’s Home. Information on reasons for disqualification is provided with this application form.  Please confirm that you are not so disqualified by signing ONE of the declarations below:

For children's home staff (staff that are applying for a role within the 52 week children’s home provision):

I confirm that I am not disqualified from caring for children and / or included on the Children’s Barred List.

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For other posts in regulated activity (All roles that do not involve working in the 52 week children’s home provision):

I confirm that I am not disqualified from working with children and / or included on the Children’s Barred List.

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disclosure and Barring Service**

In the event of a successful application, an Enhanced Disclosure will be sought from the Disclosure and Barring Service (DBS) in relation to criminal and child protection matters although it should be emphasised that a conviction will not necessarily be a bar to obtaining employment.

Please state whether you have been through the Disclosure process previously. Yes [ ]  No [ ]

If yes, please provide the date of the Disclosure:

**Data Protection Act 2018**

The Mulberry Bush treats all personal information with the utmost confidentiality and we ensure adherence to the requirements of the Data Protection Act 2018 together with other relevant data protection legislation. We will use the information provided by you on this form to assess your suitability for the role for which you are applying. Also, in the event that you are appointed, we will retain this form (together with any attachments) and evidence of pre-employment checks on your personal file. If your application is unsuccessful, all documentation relating to your application (including electronic forms) will normally be confidentially destroyed after six months. The only exception is if we have sought and obtained your agreement to retain your details on file for a longer period of time.

I confirm that I have read and understand the statement above.

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration**

Before signing the declaration below, please ensure that you read and understand the following two paragraphs.

If you know that any of the information given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in the application being rejected. If such a discovery is made after you have been appointed then you will be liable to summary dismissal. You may also be referred to the relevant governing body or to the police.

Please read and sign the following declaration:

**I declare that the information I have provide in this application form is correct to the best of my knowledge and that all the questions relating to me have been accurately and fully answered. I understand that if I have knowingly provided false information or withheld relevant details then I may be disqualified from consideration for the appointment or, in the event that I have been recruited by The Mulberry Bush Organisation, that I may be summarily dismissed.**

**I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the interviewers which may affect working with children and/or vulnerable adults.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Thank you for showing interest in The Mulberry Bush Organisation and for taking the time to provide us with the information requested. We will do our utmost to ensure that you are kept informed of progress.***

***The Mulberry Bush Organisation is an equal opportunities employer and committed to safeguarding and promoting the welfare of children.  Applicants must be able to provide evidence of having the right to live and work in the UK and be prepared to undertake an enhanced criminal background check via the DBS.***

***If you have any questions or queries, please do not hesitate to contact us***

***on 01865 300202 extension 259***

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Pre-Employment

Health Questionnaire

**Strictly Confidential**

**The nature of our environment means that some elements of the work can be very demanding. We have a duty of care to our children and our employees to ensure that every member of our team is able to cope with the physical, mental and emotional demands. This is why we ask for this questionnaire to be completed but it is voluntary and so you do not have to fill it in. Your application will not be affected if you choose not to complete the questionnaire. All information will be treated in the strictest confidence and personal details will be held and processed in accordance with the Data Protection Act 1998. The Mulberry Bush Organisation reserves the right to request that a full medical be undertaken by the prospective employee when an offer of employment has been made. In such circumstances, it should be emphasised that The Mulberry Bush Organisation will not discriminate against an individual in the event that a disability is declared or identified.**

|  |
| --- |
| **PERSONAL DETAILS** |
| Surname (Mr/Mrs/Miss/Ms) :       |
| Forenames :        | Date of Birth :       |

|  |
| --- |
| **PERSONAL MEDICAL HISTORY****Please answer each of the following questions, giving full details of any ‘Yes’ answers in the space available overleaf.** |

|  |  |  |
| --- | --- | --- |
| 1. Have you ever suffered from the following conditions? |  |  |
|  |  |  |
| a) Raised blood pressure, heart trouble, stroke or any disorder of the circulatory system? | Yes [ ]  | No [ ]  |
| b) Asthma, bronchitis or any order of the respiratory system, lungs or chest? | Yes [ ]  | No [ ]  |
| c) Any disorder of the digestive system, liver, gall bladder or pancreas? | Yes [ ]  | No [ ]  |
| d) Diabetes, mellitus or disorders of the kidneys and genito-urinary system? | Yes [ ]  | No [ ]  |
| e) Anaemia or other blood disorders? | Yes [ ]  | No [ ]  |
| f) Any form of malignant disease (tumours, growths or cancer)? | Yes [ ]  | No [ ]  |
| g) Any chronic back condition? | Yes [ ]  | No [ ]  |
| h) Repetitive stress syndrome? | Yes [ ]  | No [ ]  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 2. Are you required to undergo regular checks for any medical condition? | Yes [ ]  | No [ ]  |
|  |  |  |
|  |  |  |
| 3. Are you on any medication? | Yes [ ]  | No [ ]  |
|  |  |  |
|  |  |  |
| 4. Do you have any known allergies? | Yes [ ]  | No [ ]  |
|  |  |  |
|  |  |  |
| 5. Have you had more than one week off work due to illness or injury at any one time in the last three years?  | Yes [ ]  | No [ ]  |
|  |  |  |
|  |  |  |
| 6. Do you have any medical condition which may necessitate having time off work in the foreseeable future? | Yes [ ]  | No [ ]  |
|  |  |  |
|  |  |  |
| 7. Are you being tested or investigated for any medical condition at present ? | Yes [ ]  | No [ ]  |
|  |  |  |
|  |  |  |
| 8. Do you suffer from any form of disability? | Yes [ ]  | No [ ]  |
|  |  |  |

**Continued overleaf . . .**

|  |
| --- |
| **If you have answered 'Yes' to any of the questions overleaf, please provide the details here.**      |

I confirm that all of the answers and details I have provided in this Health Questionnaire are true and accurate to the best of my knowledge. I confirm also that if any of the information is found to be false or misleading, it may result in the termination of my employment with the Mulberry Bush Organisation.

If requested, I agree to have a medical examination.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Equal Opportunity**

**Monitoring Questionnaire**

The Mulberry Bush Organisation is committed to equality of opportunity for all. To help us monitor the effectiveness of our equal opportunities policies as well as to identify how we may be able to make further progress, it would be appreciated if you could complete this questionnaire for us.

**It must be emphasised that completion of this questionnaire is voluntary and your answers will be treated in the strictest confidence**. You can be assured that the information will only be used for the monitoring purposes described above and will be held in secure conditions, with access limited to those who need to process the information. The accompanying ‘Questions and Answers’ document provides further explanation of the reasons for equal opportunities monitoring and the reasons for doing it.

Please click on the appropriate boxes.

Your Name:

Position applied for :

**Section 1 – Gender**

Male [ ]  Female [ ]

Intersex [ ]  Non-Binary [ ]

Prefer not to say [ ]

If you prefer to use your own gender identity, please write in:

**Section 2 – Age**

18-25 [ ]  26-34 [ ]  35-43 [ ]  44-50 [ ]  51-60 [ ]  60+ [ ]

**Section 3 – Ethnic Origin**

How would you describe your ethnic origin?

**Asian or Asian British**

Indian [ ]

Pakistani [ ]

Bangladeshi [ ]

Chinese [ ]

Any other Asian background [ ]

**Black, Black British, Caribbean or African**

Caribbean [ ]

African [ ]

Any other Black, Black British, or Caribbean background [ ]

**Mixed or multiple ethnic groups**

White and Black Caribbean [ ]

White and Black African [ ]

White and Asian [ ]

Any other Mixed or multiple ethnic background [ ]

**White**

English, Welsh, Scottish, Northern Irish or British [ ]

Irish [ ]

Gypsy or Irish Traveller [ ]

Roma [ ]

Any other White background [ ]

**Other ethnic group**

Arab [ ]

Any other ethnic group [ ]

**Section 4 – Disability**

Under the Disability Discrimination Act, disability is defined as:

*“A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.”*

Do you consider that you have a disability? No [ ]  Yes [ ]

If Yes, please give details of your disability:

Would your disability cause you to have any special requirements if you were asked to attend an interview at our offices?

 No [ ]  Yes [ ]

**Section 5 – Other Information**

Do you require a work permit to work in the UK? No [ ]  Yes [ ]

Please provide either your National Insurance number or your work permit details below:

**Thank you for taking the time to complete this questionnaire**

**Questions and Answers**

**Why monitor equal opportunities?**

We are committed to a policy of equal opportunities in all aspects of employment. The information provided by equal opportunities monitoring will help us to comply with the law under the relevant legislation and, most importantly, to ensure that our employment policies and practices are fair and effective. The information provides us with a profile of the organisation so that we can assess the representation of different groups and whether more needs to be done to achieve equality of opportunity for colleagues and job applicants.

**What information will be collected?**

This questionnaire asks you to categorise yourself by ethnic group, marital status, disability, gender, religion/belief and sexual orientation. This data will then be added to the information that is held on our confidential personnel records.

**What will happen to the monitoring form?**

The form will be opened by the member of our team with responsibility for HR matters and the data will be incorporated into our records.

**How will the information be used?**

This form contains sensitive personal data which will only be processed in accordance with the Data Protection Act.

The data will help us to review employment policies and practices, particularly where equality of opportunity is concerned. **Individuals will not be identifiable on any reports or summaries**.

The information will be used by The Mulberry Bush to ensure compliance with the general duties as defined in the relevant legislation as well as to eliminate unlawful discrimination and promote equality of opportunity.

**Who can I contact for additional information?**

Should you require any further information or advice, please call our HR Administrator on 01865 300202 extension 259.