



**BROTHERS OF CHARITY SERVICES, MERSEYSIDE**  
THINGWALL ADMINISTRATIVE CENTRE  
BROADGREEN  
LIVERPOOL, L14 7NY  
Telephone: 0151 228 4439 - Facsimile: 0151 254 1951  
E-mail: personnel@brothersofcharity.org.uk



INVESTOR IN PEOPLE

## APPLICATION FORM PRIVATE AND CONFIDENTIAL

The information contained within sections 1, 2, 3 & 4 will be withheld from the shortlisting panel.

### 1 JOB DETAILS

Application for Post of: .....

Department / Location: .....

Job Reference Number: .....

Closing Date: .....

### 2 PERSONAL DETAILS

Title (Mr, Miss, Mrs, Ms, other): .....

Forenames: ..... Surname: .....

Address: .....

.....

..... Postcode: .....

Home Telephone No: ..... Mobile No: .....

National Insurance No: ..... Do you hold a full UK driving licence?: Yes / No

Emergency Contact: ..... Relationship: .....

Address: .....

.....

Postcode: ..... Telephone No: .....

**PLEASE COMPLETE ALL SECTIONS IN BLACK INK**



**Do you consider yourself to have a disability?** Yes No

If yes, please specify.....

*The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"***If you wish, you may disclose information about yourself in this section**

Religion	
----------	--

Sexual orientation	
--------------------	--

**4 DECLARATION CONFIDENTIAL****Rehabilitation of Offenders Act**

Because of the nature of the work for which you are applying (assisting adults with learning disabilities, who are vulnerable people), the post is exempted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Orders 1986. Applicants are therefore, not entitled to withhold information about convictions, cautions, reprimands or final warnings which for other purposes are spent under the provisions of the Act.

Under the Police Act 1997 you must declare any conviction, caution, reprimand, final warning or situation that may have a bearing on your suitability for employment in this post by entering them in the box below.

--

As indicated in the Criminal Records Bureau (CRB) code of practice, any or all of these will not necessarily debar you from employment with our service. If you are short-listed for employment, you must be prepared to seek a CRB declaration by completing a Disclosure Application Form following your interview. Only relevant information will be taken into consideration.

I understand and accept the above.

Signed:

Date:

**5 PRESENT / MOST RECENT EMPLOYER**

Name of Organisation: .....

Contact Name: ..... Telephone Number: .....

Address: .....

..... Postcode: .....

Dates From: ..... To: ..... Position held: .....

Main duties / responsibilities: .....

.....

Salary: .....

Period of notice required: .....

If last employer – reason for leaving: .....

If present employer – reason for this application: .....

**6 PREVIOUS EMPLOYMENT**

Please provide details of your previous employment, accounting for any gaps. You should use a separate box for each position held, starting with the most recent and work back. **Use a separate sheet if necessary**

Name of Organisation: .....

Address: .....

..... Postcode: .....

Telephone Number: ..... Dates From: ..... To: .....

Position held: .....

Main duties / responsibilities: .....

..... Salary: .....

Reason for leaving: .....

.....

Name of Organisation: .....

Address: .....

..... Postcode: .....

Telephone Number: ..... Dates From: ..... To: .....

Position held: .....

Main duties / responsibilities: .....

..... Salary: .....

Reason for leaving: .....



## 8 OTHER RELEVANT SKILLS & KNOWLEDGE

Please outline the main duties and responsibilities of your present or most recent post and any other relevant information, including experience, skills, knowledge and abilities which will support your application.

*Please use additional sheets if required.*

## 9 ATTENDANCE DETAILS – Provide details of any sickness absence in the last two years

Dates of absence	Number of working days lost	Reason (Indicate any absences that are related to pregnancy or disability)

**10 REFEREES**

Please give details of **two** referees. One must be your current employer or your last if you are presently unemployed. We reserve the right to contact any of your previous employers for a reference unless you state otherwise.

**REFEREE ONE**

Name: ..... Job Title of Referee: .....

Organisation: .....

Address: .....

..... Postcode:.....

Telephone Number: .....

E-mail Address: .....

Ref. Type: (Please Tick)     Employer                       Education                       Character**REFEREE TWO**

Name: ..... Job Title of Referee: .....

Organisation: .....

Address: .....

..... Postcode:.....

Telephone Number: .....

E-mail Address: .....

Ref. Type: (Please Tick)     Employer                       Education                       Character

## 11 CONDITIONS OF EMPLOYMENT

In the event that you are offered employment with the Brothers of Charity you will need to prove that you can provide the following documentation:-

### List 1

- A Passport showing that the holder is a British Citizen, or has the right of abode in the United Kingdom
- A document showing that the holder is a national of a European Union country:
- A Passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Union country or Switzerland who is resident in the United Kingdom
- A Passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A Passport or other travel document endorsed to show that the holder can stay in the United Kingdom and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

### OR

**List 2 – Documents which cover the combinations of documents i.e.:**

#### First combination

- A.** A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency
- B.** A full birth certificate issued in the United Kingdom which includes the names of the holder's parents; OR

- C.** A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- D.** A certificate of registration or naturalisation stating that the holder is a British Citizen
- E.** A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay; OR
- F.** An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom; OR
- G.** A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom; OR
- H.** An immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom.

#### Second combination

- A.** A work permit or other approval to take employment that has been issued by Work Permits UK
- B.** A Passport or other travel document to show that the holder is able to stay in the United Kingdom and can take the work permit in question;

### OR

- C.** A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit in question.

**If you provide two documents from list 2 which have different names, you will need to provide further documentation to explain the reason for this. The further document could be a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.**

Please confirm that you are able to supply this information  Yes  No

Signed

Date

**Data protection**

I certify that the information contained on this application form is accurate and true. I give my consent to the processing, transfer and disclosure by the organisation of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre employment checks, equal opportunities monitoring, payroll operations and training. (Data Protection Act 1988)

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

(If you return this form by e-mail without signature you will be assumed to have accepted the above declaration)

**Office Use Only**Received

- Reference 1
- Reference 2
- CRB received
- RTW form completed
- Health Questionnaire

Entered onto Database

Application received \_\_\_\_\_

Short listing \_\_\_\_\_

Call to interview \_\_\_\_\_

References \_\_\_\_\_

CRB \_\_\_\_\_

Checked by (Signature): ..... Date: .....