



Application for Employment

Regulated Activity

Aspirations is an Equal Opportunities employer and do not discriminate on the grounds of gender, sexual, orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

We would like to provide feedback to everyone who applies for a position with Aspirations but due to the volume of interest we are unable to, therefore we will only contact you if you have been short listed for interviews.

This organisation is committed to safeguarding and promoting the welfare of the vulnerable adults that we support and expects all staff to share this commitment.

All information will be treated as strictly confidential.
Please print clearly in block capitals.

Position applied for:	Yes	No
If you obtained this position, would you continue in any other employment?		
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?		
Are you entitled to enter or remain in the UK and undertake the work in question?		

Personal details			
Title:		Forename(s):	
Surname		National Insurance No.	
Home address:		Home telephone	
		Mobile	
		Email	
		Date of Birth	
Postcode:			

Education and Training

You may be asked to provide certificates

School, college, further/higher education, etc.	Dates	Qualifications Achieved

Employment History

Could you please give a full history in chronological order since leaving secondary education, including part time and voluntary work as well as full-time employment, with start dates and end dates (i.e. Jan 2000 to Feb 2011). Please also provide your reason for leaving the employment.

Evidence may be sought for verification of gaps in employment (i.e. DWP letter, travel documents, confirmation of attending an educational setting).

Name & address of employer	Dates	Job title or duties	Reason for leaving

Please give full details of any gaps in your employment history

Dates	Reason for gap in employment history

Driving Licence	Yes	No	Details
Current driving licence? If yes, type of licence			
Any current endorsements? If yes, give details			
Any motoring prosecutions pending? If yes, give details			

References

Please provide references covering **at least 5 years** of employment. One of which must be your most recent employer. Where you have had previous experience working within health and social care settings then all previous employers from this industry will need to be contacted for a satisfactory reference. Only provide a personal reference if there is a gap in your employment history. Email addresses provided must be a company email address unless it is a personal reference.

Reference 1:	Reference 2:
Email Address:	Email Address:
Telephone:	Telephone:
Reference 3:	Reference 4:
Email Address:	Email Address
Telephone Number:	Telephone Number:

General Information	Yes	No	Details
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?			
Are you related to any employee within this company?			
Do you currently hold a Care Certificate? If Yes, provide evidence			
Will you require any assistance or adjustments to be made to assist you to complete the mandatory induction programme and pass the Care Certificate (which will be a requirement of your employment)?			

Please detail any further information you wish to put forward in support of your application. If you have passed the Care Certificate or have any current valid training certificates related to care please list and supply copies.

Question asked under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014			
	Yes	Details	No
Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the tasks which are intrinsic to this employment?			

Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. Personal data may include:

- Name
- Contact details
- Date of birth
- Next of kin details
- Medical information
- Bank details
- NI number
- Tax details
- Attachment of Earnings
- Qualifications and training
- Salary details
- Sickness
- Maternity, Paternity, Adoption and Annual Leave
- Supervisions, Appraisals and Disciplinary matters
- Accidents and Incidents
- Gender, marital or civil partner status,
- Nationality, ethnic or national origin
- Disability
- Criminal offences and convictions

This list is indicative and not exhaustive

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

To whom it may concern

In connection with my application for employment with Aspirations Care Limited, please accept this letter as my agreement for you to provide a reference to Aspirations Care Limited, if one is requested.

Yours faithfully

Signature: _____

Print Name: _____

Date: _____

Declaration under the Protection of Freedoms Act 2012

The post for which you are applying is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a **criminal offence** for a 'barred person' to apply to work in a regulated activity. If you are a barred person you **must not** proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

Declaration	Yes	No
Are you a barred person?		
Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults? If "Yes", give full details:		
Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance? If "Yes", give full details		
Surname (print)		
Forenames (print)		
If you have previously had any other surname(s) or forename(s), you must declare all of them below and state the date of each change and the reason.		
Signed	Date	

Statement on the recruitment of ex-offenders

Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and in the secure handling of "sensitive personal data" And data falling under the "sensitive category" in relation to GDPR (e.g. DBS checks).

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#)

Yes No

EQUAL OPPORTUNITIES FORM

Aspirations wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is **voluntary/optional**.

Gender

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here _____

Are you married or in a civil partnership?

Yes No Prefer not to say

Age

16-24 25-29 30-34 35-39 40-44 45-49 50-54

55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in: _____

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write in: _____

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in: _____

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in: _____

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in: _____

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual/ Straight Gay/Lesbian Bisexual Don't know/Unsure
Prefer not to say If you prefer to use your own term, please specify here _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say Other
If other religion or belief, please write in: _____

Any information given will be held in the strictest confidence and will not be used for shortlisting or selection purposes.