

Under the terms of the Equality Act 2010, should you have a disability which makes completing this application form difficult, we will be happy to accept your application in another suitable medium, e.g. by recording or telephone. Please contact us on 01202 718266 should you wish to make alternative arrangements.

## PERSONAL DETAILS

<b>Title</b> ( <i>Mr, Mrs, Miss, Ms, Dr etc.</i> )	
<b>Forename(s)</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Email</b>	
<b>Contact Telephone Number</b>	
<b>National Insurance Number</b>	
<b>Do you have a current driving licence?</b> <i>(Is it Full or Provisional, and Manual or Automatic?)</i>	
<b>Are you authorised to work in the UK?</b> Y/N	
<b>If offered this position, would you continue to work in any other capacity or for another organisation?</b> <i>(If yes, please give details)</i>	
<b>Do you require a permit/visa to work in the UK?</b> <i>(For example, Student Visa, Skilled Worker Visa, Dependant Visa, Graduate visa etc..) Y/N</i>	
<b>If you selected yes to the above visa question, please advise;</b> <i>Type of visa</i> <i>Expiry date of visa</i> <i>Any restrictions on your visa</i>	

## APPLICATION INFORMATION

<b>Position Applied For</b>	
<b>Service</b> ( <i>Children / Adults</i> )	
<b>Full time/Part time/Zero Hours/Bank?</b>	
<b>How did you become aware of this vacancy?</b> <i>(If referred, who by?)</i>	
<b>Please indicate any dates when you are <u>NOT</u> available for interview</b>	

## EDUCATION

*Any offer of employment will be conditional upon providing original proof of relevant qualifications, if applicable.*

<b>Name of Institution</b>	<b>Qualifications gained</b> <b>(Please state subjects and grades)</b>	<b>Date of Award</b> <b>(Month / Year)</b>


## MEMBERSHIP OF PROFESSIONAL BODIES (if applicable)

<b>Professional Body</b> <i>(e.g. HCPC - Health and Care Professions Council)</i>	<b>Class of Membership</b>	<b>Date (Month / Year)</b>

## TRAINING

<b>Name of Organisation / Provider</b>	<b>Subject</b>	<b>Length of Course</b>	<b>Date (Month / Year)</b>

## EMPLOYMENT HISTORY

Your Current or Most Recent Employer	
Organisation Name	
Organisation Address	
Position held within the company	
Please describe the position held and key responsibilities	
Dates of Employment (From MM/YY - To MM/YY)	
Full / Part Time /Zero Hours / Temporary?	
Salary	
Additions to Salary (please indicate in what form)	
Reason for seeking alternative employment	
Please state when you would be available to take up employment if offered	

Previous Employment and Other Activities			
<p>Please detail your previous employment history and/or activities in reverse date order, including voluntary or community work and <b>accounting for all gaps</b>. <u>We are regulated and therefore require a full employment and other activities history from when you left full-time education.</u> It is important you state the month and year below and account for <b>every</b> month from leaving full-time education. This information will be discussed at interview.</p> <p><i>If completing by hand, please attach additional sheets as required.</i></p> <p><b>**If there are any gaps between employment, please state what you were doing i.e. unemployed / travelling / studying etc**</b></p>			
Dates (From MM/YY - To MM/YY)	Name & Address of Employer	Position Held and Key Responsibilities	Reason for Leaving


## PERSONAL STATEMENT

**Dignity and respect, working together, commitment to quality care and support, and learning and reflection** are all key values that are central to providing good quality, personalised and effective care to the people we support at Diverse Abilities.

**In support of your application, please give details along with examples** which demonstrate your knowledge, skills, attributes, and competencies relevant to the position and explain how and where these were gained, whether at or outside of work. Please include any other information you feel is relevant, your reason for applying and what you can offer to the position and Diverse Abilities.

## REFERENCES

Please nominate two referees who may be contacted regarding your knowledge, skills, attributes, competencies, and suitability for this position, **including your current/most recent line manager** plus another work-related referee. They must not be family members or friends. Referees will normally be contacted should you be offered and accept a position with Diverse Abilities unless there is a statutory requirement to do otherwise.

### Reference 1 - your current or most recent employer

**\*\*Please complete all the information below\*\***

<b>Name of Referee</b>	
<b>Referees Position (Job Title)</b>	
<b>Capacity in which known (Manager / Supervisor / HR)</b>	
<b>Organisation Name</b>	
<b>Organisation Address</b>	
<b>Contact Telephone Number</b>	
<b>Contact Email Address</b>	
<b>Did they know you by any other name?</b> <i>(If yes, please state)</i>	
<b>May we contact prior to interview?</b> <i>(Yes/No)</i>	

### Reference 2 - a previous employer or alternative professional referee

**\*\*Please complete all the information below\*\***

<b>Name of Referee</b>	
<b>Referees Position (Job Title)</b>	
<b>Capacity in which known (Manager / Supervisor / HR)</b>	
<b>Organisation Name</b>	
<b>Organisation Address</b>	
<b>Contact Telephone Number</b>	
<b>Contact Email Address</b>	
<b>Did they know you by any other name?</b> <i>(If yes, please state)</i>	
<b>May we contact prior to interview?</b> <i>(Yes/No)</i>	

**Referees will automatically be approached for references when a job offer has been made and accepted.**

## DECLARATION

### Convictions

Due to the nature of our work, posts involving contact with our clients are exempt from the provisions of Section 4.2 of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974, Exceptions Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are spent under the provisions of the act. Disclosure of an offence as detailed below will not automatically bar applicants from being offered employment. However, if you are offered employment and failed to disclose such convictions this could result in dismissal and/or disciplinary action, or the withdrawal of any offer made. Any information given will be kept strictly confidential.

**Have you been convicted by the courts, cautioned, or reprimanded, or given a final warning by the police, including as a juvenile? (Yes/No)**

**If yes, please give details of the offences and penalty dates if you are applying for a post that does not involve contact with clients, you only need to give details of convictions not spent, other applicants must give details of all convictions.**

**Are you aware of any police inquiries undertaken following allegations made against you which may have a bearing on your suitability of the post? (Yes/No)**

**If yes, please give details**

I understand that this declaration forms part of my application of employment. I understand too that an enhanced level of DBS disclosure from the Criminal Records Bureau will be sought if I am successful in applying for a post involving contact with clients of Diverse Abilities.

**Please sign and print your name below to confirm your agreement to the following declaration:**

I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may result in disqualification of my application or give cause for dismissal should I be employed. I understand that Diverse Abilities will process the information given on this form including 'sensitive' information as may be necessary during the recruitment and selection process, and that if my application is unsuccessful it may be held on file for a maximum of 6 months. I understand that, where appropriate, my details may be passed onto other line managers.

**Signature**

*(If completing this form electronically, we will accept your printed name as confirmation of your agreement to this declaration)*

**Print Name**

**Date**

Thank you for completing the Diverse Abilities application form. Please return this form to our HR team as below.

**By email:** [recruitment@diverseabilities.org.uk](mailto:recruitment@diverseabilities.org.uk)

**By our website:** upload at [diverseabilities.org.uk/careers](https://diverseabilities.org.uk/careers)

**By post:** Diverse Abilities, Langside School, Langside Ave, Poole BH12 5BN