

BENECARE
Residential Child Care
PROVIDING CARE WITHOUT COMPROMISE

Application Form

Please print carefully in black ink and return to the address below.

Section 1: Personal Details

Title:		Surname:	
Previous Surnames (if any):			
Forenames in Full:			
Address:			
		Postcode:	
Telephone Numbers: Home:		Mobile:	
Email:			
Next of kin to be notified in case of emergency:		Name:	
Address:			
		Postcode:	
Relationship to you:		Telephone Number:	
Mobile Number:		Work Number:	
National Insurance Number:			
Disclosure and Barring Service Certificate No:			
Disclosure and Barring Service Certificate Update Service		YES / NO	
Do you hold a current driving license?		YES / NO	
Do you have any current endorsements?		YES // NO	
If YES, please specify:			
Do you have a car available to you? YES / NO			

CV sent

DBS - Identity Documentation.

Please see attached at the back of the application, to bring with you.

Section 2: Position and Availability

Please return to: Benecare Ltd
 The Thatch, Stockers Hill, Boughton-under-Blean, Faversham, Kent
 ME13 9AB Company No. 06214194

Position applied for:
If applying for Manager or Leader post, please add URN for previous Home provision:
Notice Period:
Please give details of any holidays arranged:
Do you have any commitments which might limit your working hours?

Section 3: Right to work in the UK

I confirm that I am entitled to work in the UK on the following basis:	Tick below
EU Citizen	
Right of abode in UK	
Permit free visa / Student visa	
Spouse of EU citizen	
If entitled to permit free status/student visa please state expiry date:	

Section 4: Employment

Present Employment or most recent Employment

Job Title	
Name and address of employer (including County)	
Date started current post	
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 work experience. **(Please ensure there are no gaps between dates, all gaps MUST be accounted for).** Use a separate sheet if necessary.

Name & Address (including County and nature of business)	From		To		Position and Salary	Reason For Leaving
	Month / Year		Month / Year			

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Previous employment (contd.)

Interviewers Employment Tracking Page

Interviewers are to complete the tracking of the employment record.

For official use only

Name & Address	Employment Dates	Explain any gaps	Position and Salary	Reason For Leaving
Current Employer				
Current Employer				
Most Recent Employer				
Previous Employer				
Previous Employer				
Previous Employer				

Actions as a result of the Interview Tracking Page

Other Experience

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 use additional sheets if necessary.*

Experience	From/To

Section 5: Education, qualifications and training

Name of School, College, University etc	From		To		Subjects studied (with grades and year taken)
	Month	Year	Month	Year	

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.

Course Title	Organisation	From / To

Section 6: Why are you applying for this job?

Please mention any specific skills or experiences that meet the requirements of the job description. 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).

Section 7: Referees

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

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.

Please contact us immediately if this is a cause for concern.

Current Employer

Name:

Position:

Address:

Email address:

Postcode:

Telephone Number:

Can we contact at this stage: YES / NO

Current Employer

Name:

Position:

Address:

Email address:

Postcode:

Telephone Number:

Can we contact at this stage: YES / NO

Previous Employer (where the applicant worked with vulnerable children/young people)

Position:

Address:

Email address:

Postcode:

Telephone Number:

Can we contact at this stage: YES / NO

Previous Employer

Name:

Position:

Address:

Email address:

Postcode:

Telephone Number:

Can we contact at this stage: YES / NO

Character Reference	
Name:	Position:
Address:	
Email address:	Postcode:
Telephone Number:	Can we contact at this stage: YES / NO

Section 8: Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	YES / NO	
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 / NO	
I have attached details requested	YES / NO	
Please list any disciplinary offences or warnings you have received at any time or state if not applicable.		
Reason for warning	Date	Name/address of employer

Section 9: Rehabilitation of Offenders Act 1974

By virtue of the rehabilitation of offenders act 1974 (Exceptions Order 1975) (All candidates)
The rehabilitation of offenders act 1974 permits persons in certain circumstances to ignore offences committed in the past when asked the details of previous convictions.
These convictions are known as spent convictions. However the exceptions Order 1975 states that staff caring for the young, the old, the sick and the handicapped are not allowed to withhold details of any offences for which they have been cautioned or convicted however long ago these convictions were served.

Have you ever been convicted of a criminal offence?	YES / NO
Are there any alleged offences outstanding against you?	YES / NO

If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to a caution or criminal convictions may disqualify you application or result in a dismissal notice.

Section 10: Working Environment

How many working days have you been absent from work during the last 12 months (*holidays apart*). We are asking this question, as the average daily working hours for a full time residential support worker is 13 hours and the work can be very demanding.
Please specify:

Do you have any pre-planned absences, this is so that we can plan our rotas and to ensure you are assigned to the most suitable Home. Please specify:

Do you smoke?	YES / NO
If you are a smoker, are you able to complete a full shift without smoking? As we would like to inform you, that it is not always possible to take regular breaks, due to the nature of our business.	YES / NO

Section 11: Declaration: I declare that the information I have given in this application is true and correct. I understand that any false or misleading information, or omissions of information concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.

I understand the Organisation will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as references relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained in accordance with Children's Homes Regulations 2015.

Signature:

Name:	Date:
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PLEASE NOTE: IF YOU ARE UNABLE TO ADD YOUR SIGNATURE ABOVE, YOU WILL BE REQUIRED TO SIGN YOUR APPLICATION IN PERSON UPON SUCCESSFUL SELECTION FOR INTERVIEW

Benecare is committed to safeguarding and ensuring the welfare of children and young people and expects all staff to share this commitment

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

DBS - IDENTITY DOCUMENTATION

In order to confirm your identity please can you also bring along **3 documents**:

1 document from **Group 1 and 2** further documents from Group 1, 2a or 2b, one of which must confirm your current address.

Document Group 1 Primary Trusted Identity Documents

A current valid passport (any nationality)

Biometric Residence Permit (UK)

A current UK (full or provisional) photo card driving licence

An Original BRITISH Birth Certificate (UK) - issued within 12 months of the date of birth

Adoption Certificate (UK)

Document Group 2A Trusted Government/State issued documents

Birth certificate (UK) issued more than 12 months after birth

Marriage / Civil partnership certificate (UK)

A current old style paper version driving licence (UK)

A current EU photocard driving licence that was issued outside of the UK, with or without a counterpart (counterpart does not need to be provided)

Firearms licence (UK)

HM Forces ID card (UK)

Document Group 2B Financial/Social History documents

The following documents must be less than 3 months old:

Credit Card Statement (UK)

Bank / Building Society Statement (UK)

Utility Bill / Statement: electricity / gas / water / telephone (NOT mobile telephone)

Benefits Statement e.g. Child Allowance, pension

A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK and Channel Islands) e.g. from the Department of Work & Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security. This includes National Insurance Number issue letter.

Bank / Building Society Account Opening Confirmation Letter (UK)

The following documents must have been issued within the past 12 months:

Mortgage Statement (UK)

Financial Statement e.g. pension, endowment, ISA (UK)

P45 / P60 statement (UK)

Council Tax Statement (UK)

Work Permit / VISA (UK), (UK Residence Permit)

The following documents must still be valid:

EU National ID card

Cards carrying the PASS accreditation logo(UK)