INVESTORS IN PEOPLE | Bronze

PROSPECT

POSITIVE ABOUT DISABLED PEOPLE

PROSPECT HOUSING AND SUPPORT SERVICES

Application Form for the Position of:

Thank you for your interest in working for Prospect Housing and Support Services. Please refer to the *'Read This First'* handout before completing this application form, and complete wither with a word processor or by hand in capital letters and black ink as it will be photocopied. Please sign the application form on the final page and send it together with the requested enclosure(s), addressed to the Recruitment Officer at:

Prospect Housing and Support Services, The Gables, 17 Massetts Road, Horley, RH6 7DQ

Each relevant section should be fully completed before you apply, therefore please ensure you provide all the information asked of you. Please note, if any part of your application is not fully completed or illegible, it cannot be processed and will be returned to you.

Personal Details			
Title:		Home Tel No:	
Full Forenames:		Mobile Tel No:	
Preferred Forename:		Preferred Number:	
Surname / Family Name:		E-mail Address:	
Previous Surname / Family name *(if applicable)*		National Insurance Number:	
Full Address:		Do you have a current full driving licence?	Yes / No * *(delete as applicable)*
Postcode		Do you own a car?	Yes / No * *(delete as applicable)*

Further Information	
Some of our posts operate on a 24 hour based service. Are there any particular hours / days you are unable to work? (This is not applicable to Head Office based roles). Please provide further details if yes:	Yes / No * *(delete as applicable)*
If offered the post do you intend to work elsewhere concurrently (including agency work). Please details the hours you intend to work per week if yes?	Yes / No * *(delete as applicable)*
Are you currently eligible to work indefinitely in the UK? If no please clarify work / visa permit terms and expiry dates:	Yes / No * *(delete as applicable)*
Are you related to any Board Member, staff member or service user at Prospect Housing and Support Services? If yes, please provide details:	Yes / No * *(delete as applicable)*
If you are successfully offered a role with Prospect, do you agree to commit to a two week block of Induction Training at the beginning of your employment, and any other training days arranged for you during your employment?	Yes / No * *(delete as applicable)*

Full Employment History: Under guidelines from the Care Quality Commission (CQC), we are required to obtain a full and complete employment history starting from the year you left secondary education. This should include any volunteering work you have done. Most people have gaps of some kind in their employment, so please provide a brief description to fill in any periods of time where you have not been working. For example, if you have a break in your employment history where you have taken time out to raise a family, travel abroad, had a long-term illness, or simply have been unemployed, please detail these and any other circumstances below, to ensure a complete timeline is provided since the year you left secondary education. Please start with your current employer and work backwards:

Name of Organisation:		Address of Organisation:	
Employed From:		Employed To:	
Position Held:		Reason for Leaving:	
Name of Organisation:		Address of Organisation:	
Employed From:		Employed To:	
Position Held:		Reason for Leaving:	
Name of Organisation:		Address of Organisation:	
Employed From:		Employed To:	
Position Held:		Reason for Leaving:	
Name of Organisation:		Address of Organisation:	
Employed From:		Employed To:	
Position Held:		Reason for Leaving:	
Name of Organisation:		Address of Organisation:	
Employed From:		Employed To:	
Position Held:		Reason for Leaving:	
Name of Organisation:		Address of Organisation:	
Employed From:		Employed To:	
Position Held:		Reason for Leaving:	

Education, Qualification and Training: This section requires to you submit details for the above three categories. Please provide the complete details of your education including all schools, colleges, universities and distance learning. We also require you list all the qualifications you have obtained. Lastly, please list any work-related training you have previously done which is still valid, detailing the course and year of your completion. Please note, if you are offered a position with Prospect, you will be required to submit relevant qualification and training certificates for our verification:

Name of Secondary School / College / University etc	**Month / Year Started**	**Month / Year Finished**

List of Qualifications, e.g. GCSE's, AS Levels, A Levels, NVQ's, Degrees etc.	**Year Obtained**

List of Relevant Training (if applicable)	**Year Obtained**	**Valid Until Date** (if applicable)

Meeting the Person Specification for this Role: For each role at Prospect Housing and Support Services there is a job description and a person specification, listing numbered points for the skills, experience and knowledge which are essential or desired for the applicant for that role. Using the **Person Specification** provided to you with this job pack, please use the following pages to indicate how you meet each point listed, detailing your relevant skills, knowledge and experiences. Please number the points in the left hand margin and use the point listed in the person specification as your title. This is your chance to demonstrate how you meet our person specification, so list everything you feel is relevant:

Person Spec No	**Detail your relevant skills, knowledge and experiences to evidence how you meet this point.**
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	

Person Spec No	Detail your relevant skills, knowledge and experiences to evidence how you meet this point.
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	

(Please continue on a separate sheet if necessary).

References: Under guidelines from the Care Quality Commission (CQC), we are required to gain references from your current employer and verification of every employment you have had in the last three years, as well as every employment you have **ever** had in the Care Industry. This must include 2 written references. Please provide referee details below for each of these relevant employers, starting with your current employment and working backwards. Please be advised, the more contact details you are able to provide, the faster we will be able to gain your references. References will be sent swiftly once an offer of employment has been made. If you want us to wait for you to confirm we can contact your current employer before sending references, please indicate in the section below.

Reference 1:

Name of Current Employer:					
Address of Current Employer:					
Tel No:		Fax No:		Email Address:	
Your Job Title:					
Employed From: Month / Year		Employed To: Month / Year			
Name of Manager:		Period of Notice Required:		Reason for leaving / wishing to leave:	

Please give a brief description of the job and your responsibilities:

Please tick this box if you want us to wait for your confirmation before sending a reference to this employer: ☐

Reference 2: *(if applicable)*					
Name of Organisation:					
Address of Organisation:					
Tel No:		Fax No:		Email Address:	
Your Job Title:					
Employed From: Month / Year		Employed To: Month / Year			
Name of Manager:		Reason for leaving:			

Reference 3: *(if applicable)*					
Name of Organisation:					
Address of Organisation:					
Tel No:		Fax No:		Email Address:	
Your Job Title:					
Employed From: Month / Year		Employed To: Month / Year			
Name of Manager:		Reason for leaving:			

Reference 4: *(if applicable)*					
Name of Organisation:					
Address of Organisation:					
Tel No:		Fax No:		Email Address:	
Your Job Title:					
Employed From: Month / Year		Employed To: Month / Year			
Name of Manager:		Reason for leaving:			

Reference 5: *(if applicable)*					
Name of Organisation:					
Address of Organisation:					
Tel No:		Fax No:		Email Address:	
Your Job Title:					
Employed From: Month / Year		Employed To: Month / Year			
Name of Manager:		Reason for leaving:			

Rehabilitation of Offenders: Due to the nature of your role with Prospect Housing and Support Services, the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974. This means that all convictions, cautions, reprimands and final warnings you have received, either spent or unspent, must be disclosed. Please note, while the presence of a criminal record will not necessarily bar you from working with us (depending on the nature of the offence and the position you have been offered with us), your decision not to disclose the existence of a criminal record to us now, or choosing not to notify us should you receive any convictions, cautions, reprimands or final warnings whilst in the recruitment process or in our employment, could lead to your dismissal. Any information you provide will be treated in strict confidence, taken only into account in relation to this particular application, and will be destroyed should your application be unsuccessful.

Please tick this box to confirm that you understand this: ☐

Protection of Adults and Vulnerable Adults	
Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? *If you have indicated 'Yes' to this section, please detail any offences, penalties or cautions with their circumstances and dates, and provide this to us along with your application form in a sealed envelope marked 'HR Manager: Private and Confidential'.*	Yes / No * *(delete as applicable)*
Have you ever been convicted of any offence related to vulnerable adults or children? *If yes, please provide details:*	Yes / No * *(delete as applicable)*
Have you ever been the subject of any disciplinary procedure or been asked to leave an employment or voluntary activity due to inappropriate behavior towards a vulnerable adult or child? *If yes please provide details:*	Yes / No * *(delete as applicable)*
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? *If yes, please provide details:*	Yes / No * *(delete as applicable)*
Have you ever been dismissed from any employment? *If yes, please provide details?*	Yes / No * *(delete as applicable)*

Please note: A CRB application form from the Criminal Records Bureau is a mandatory requirement of our recruitment process, for any and all positions within Prospect Housing and Support Services. CRB disclosures are non-transferable between organisations, so you will be required to apply for a new CRB check with Prospect Housing and Support Services through our HR department if you are successfully offered a post, regardless of whether you already have one. Please also note, the CRB application carries a charge of £44, payable by the applicant. This charge is non-refundable. We are unable to confirm your post or commence your employment with us until we have received all your relevant references and a returned CRB disclosure. Any information provided in your CRB disclosure may lead to a risk assessment before we are able to confirm your post. Please appreciate the thorough nature of care recruitment and the relevant checks all new applicants must adhere to, and understand that due to this our recruitment process can last several months.

Please tick this box to confirm that you understand this: ☐

Declaration:

I confirm that the information I have given on this form is true and accurate, and that my failure to disclose any relevant information or an act of providing false and inaccurate information may be regarded as a breach of any subsequent contract of employment, resulting in disciplinary action and / or dismissal.

I confirm that I have provided all the information requested within these application pages in order to process my application. I understand if I provide insufficient information as requested within this form, it may lead to an unsuccessful application.

I understand that I will be charged for the CRB as determined by the CRB office. This is currently £44. This will be non refundable.

I understand that in the event of a successful application, an Enhanced Disclosure from the criminal Records Bureau will be sought. This check will request details of warnings, cautions and convictions. I also understand that all relevant references and CRB / medical checks must be returned and verified before any offer of employment is confirmed.

I agree to the details given within this application being held on file by the Organisation, in connection with this employment and in accordance with the Data Protection Act 1998.

Signed: _____ Dated: _____

INVESTORS IN PEOPLE | Bronze

PROSPECT

POSITIVE ABOUT DISABLED PEOPLE

PROSPECT HOUSING AND SUPPORT SERVICES

All information provided within this application form will be treated in strict confidence and will be used solely for the purposes of recruitment.

Prospect Housing and Support Services aims to have a diverse workforce and welcome applications from all sections of the community.

We are a member of the Social Housing Pension Scheme (Pensions Trust)

PROSPECT Prospect Housing and Support Services, The Gables, 17 Massetts Road, Horley, RH6 7DQ

☎ 01293 812030 (24 hours)

✉ recruitment@prospectha.org.uk

www.prospecthousing.org.uk