



**Footprints Foster Care Ltd
Job Application Form**

Title of post applied for		Job Ref:	
Preferred work arrangements	<input type="checkbox"/> Full-time	<input type="checkbox"/> Bank work	<input type="checkbox"/> Part timehrs a week

Please write clearly in black or blue ink or type. Please notify us if you have any special requirements we can assist with.

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname		Forenames:	
Former surnames if different:		Preferred title (Dr, Mr, Mrs, Ms, Miss etc):	
Address:		Other Names Known As:	
		Tel No (mobile):	
		Tel No (Home):	
Post Code			
Email address:		Nat. Insurance No:	
If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.			
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post	<input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Google search <input type="checkbox"/> Friend/ Word of mouth (please specify who) <input type="checkbox"/> Other (Please specify).....		

2. RELEVANT QUALIFICATIONS

(Original documents as proof of qualifications will be required at interview).

*Please list qualifications starting with most recent

Secondary School/ College/University	Dates		Subject Taken and level	Result received	Date received
	From	To			

Other/Non Accredited relevant Educational or Training Courses, with dates

3. PRESENT POST / MOST RECENT EMPLOYMENT

* Please note that if you are successful in your interview, you will be required to fill out an employment history and give written proof of any gaps in employment.

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	/ /
Post Code:		Date Ended (if applicable):	/ /
Contact Name:		Email Address:	
		Telephone no.:	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are unavailable for interview:			
Please state if we may obtain this reference prior to interview:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

4. RELEVANT PREVIOUS EMPLOYMENT – This must cover every previous employment which is relevant to the position you are applying for, starting with the most recent.

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	/ /
Post Code:		Date Ended (if applicable):	/ /
Contact Name:		Email Address:	
		Telephone no.:	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	/ /
Post Code:		Date Ended (if applicable):	/ /
Contact Name:		Email Address:	
		Telephone no.:	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address: Post Code: Contact Name:	Date Commenced:	/	/
	Date Ended (if applicable):	/	/
	Email Address:		
			Telephone no.:
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address: Post Code: Contact Name:	Date Commenced:	/	/
	Date Ended (if applicable):	/	/
	Email Address:		
			Telephone no.:
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			

5. PERSONAL STATEMENT

Please include relevant skills, abilities, knowledge, experience and your reasons for applying for this job. *Maximum 500 words*

5. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant).

Driving

All applicants must also have a full UK driving licence, own their own car and be willing to have business insurance on their car if successful.

Do you hold a current driving licence?

Yes

No

Do you own a car?

Yes

No

National Standards - For roles involved in work with children and young people only:

As per current National Minimum Standards, it is a requirement of job that all applicants must be over 21 years of age.

Can you confirm that you are over 21 years of age?

Yes

No

Equality Act 2010

Are there any reasonable adjustments that you think we could make to overcome a disability in relation to the recruitment process?

Yes

No

If YES, please provide further details:

Are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?

Yes

No

If YES, please provide further details:

Rehabilitation of Offenders Act 1974

Under the Act, most sentences awarded by a Court for Criminal offences may be regarded as spent and disregarded, for most purposes, after a specified period of time and need not then be disclosed. **However, this post is exempt from the Rehabilitation of Offenders Act 1974 and you must therefore declare any and all convictions/cautions/reprimands/warnings you may have had. As you will be working with vulnerable individuals, prior to commencing in post you will be required to undergo a Disclosure and Barring Service check.**

Please note 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.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you at any time been convicted of a criminal offence or received a Police caution and or reprimand or warning? YES/NO

If the answer is Yes, please give full details including the nature of the conviction/caution/reprimand/warning, which Police Force was involved, the outcome and dates.

7. REFERENCES

Please give a minimum of two person's details that can provide reference. One should be your most recent employer.

Referee 1

Referee 2

Title (Mrs, Mrs etc):		Title (Mrs, Mrs etc):	
Full Name:		Full Name:	
Your relationship with them		Your relationship with them	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

I also consent to authorise and request release of any information required by Footprints Foster Care Ltd in order to validate my five year traceable history.

Signature:		Date:	
Name:			

We undertake to treat personal details on this application form from which you can be identified, with complete confidentiality.

HOW WE USE YOUR DATA FOR RECRUITMENT

Background

This privacy policy covers how Footprints Fostercare Ltd collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our Commitment to Job applicants

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination.

We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role.

We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Information from CV or application form or covering letter (education, skills and qualifications)
- Health records (Night Worker assessment forms, Health questionnaires) where required as part of the role.
- Occupational health report (Higher level screening required for role) with Access to medical Records consent being given by the applicant
- Disclosure and Barring Record where a requirement for the role
- References from the names referees that the applicant provides and only with the applicants' consent.
- Visa and proof of the right to work in the UK documents
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Salary, annual leave, pension and benefits information.

We may also collect, store and use "special categories" of more sensitive personal data which require a higher level of protection such as Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. Also information about criminal convictions and offences.

Purpose of collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Company, and to check that you are legally entitled to legally work in the UK. We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information background check agencies.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way to carry out our obligations with regards to working with vulnerable groups of people including children.

How the information is held.

Most information is transmitted by email and is stored on our computers, and paper based filing.

All this information can only be accessed by authorised staff within our Company. Our staff are trained to understand the importance of keeping personal data secure.

Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.

Disclosure

We may disclose the information for the purpose of obtaining referees. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: request access to your personal information; **request correction** of the personal information that we hold about you; **request erasure** of your personal information; **object to processing** of your personal information where we are relying on a legitimate interest; **request the restriction of processing** of your personal information; **request the transfer** of your personal information to another party and the **right to withdraw consent**.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the Directors who have responsibility for Data Protection within our Company stating the details of your complaint. We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours and we aim to resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office.

If you are not satisfied by our response you may complain to the ICO.