

Application Form

Safe and fair recruitment commitment

Pentreath is committed to safeguarding and promoting the welfare of adults at risk and/or children and expects all our staff and volunteers to share these values. We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender reassignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us all the relevant information that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner. For further information please refer to the Safer Employment policy.

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| **Post details** | | | | |
| Post applied for |  | | Closing date |  |
| Where did you see the post advertised? | |  | | |

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| **Personal details** | | | |
| First name(s) |  | Last name |  |
| Known as |  |  |  |
| Address |  | Home number |  |
| Mobile number |  |
| Work number |  |
| Email |  |
| Postcode |  | Preferred contact method |  |

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| **Education** | | | | |
| Please include all periods of any post-secondary education or training. Essential qualifications will be checked on appointment to the post. | | | | |
| School/college/university | Dates | Qualifications | Subject and grade | Full/part time study |
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| **Professional registration** | | |
| List membership of professional institutes, in-house courses and professional qualifications if applicable. | | |
| Professional body | Registration/membership level | Date awarded |
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| **Other relevant training or qualifications (please give details and dates)** |
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| **Driving documents** | | |
| If you have applied for a role that lists having a full driving licence with access to and use of a vehicle for work purposes as an essential requirement, please confirm that you meet the requirements in this section.  Please note that the successful candidate will be asked to produce the following on confirmation of appointment: full driving licence (which must show current home address), vehicle insurance policy including business use for work purposes, and evidence of current MOT and Tax (if applicable) for the same vehicle. | | |
| Do you hold a current, full driving licence | Yes | No |
| Do you have access to a vehicle for work purposes | Yes | No |

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| **Activities and hobbies** |
| *What activities interest you? What are your hobbies?* |

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| **Current employment** | | | | | | | | | | |
| This section should not be left blank unless the position you are applying for is your first job.  Should you be selected for the role, your reason for leaving may be verified when Pentreath take up references. | | | | | | | | | | |
| Are you currently in employment? (if no go straight to the next section) | | | | | | | Yes | | | No |
| Name and address of employer | |  | | | | | | | | |
| Current job title | |  | | | | | | | | |
| Start date | |  | | | | End date (if applicable) | |  | | |
|  | |  | | | | Notice period | |  | | |
| Reason for leaving: | | | | | | | | | | |
| Please give a brief explanation of the main duties of your current job: | | | | | | | | | | |
| **Employment history** | | | | | | | | | | |
| Please provide full employment history in chronological order since leaving secondary education. This include full time and part time employment, unpaid and voluntary work, and periods of any post-secondary education/training, all with start and end dates. | | | | | | | | | | |
| Employer’s name and address | | | Dates | | Post held and key duties | | | | Reason for leaving | |
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| **Gaps in employment, education or training history** | | | | | | | | | | |
| Please detail each period (of more than four weeks) when you were not in employment or education training. | | | | | | | | | | |
| From:  (DD/MM/YYYY) | To:  (DD/MM/YYYY) | | | Reason for gap in employment education and training history | | | | | | |
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| From:  (DD/MM/YYYY) | To:  (DD/MM/YYYY) | | | Reason for gap in employment education and training history | | | | | | |
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| From:  (DD/MM/YYYY) | To:  (DD/MM/YYYY) | | | Reason for gap in employment education and training history | | | | | | |
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| **Supporting Statement** |
| Pentreath use this section to score applications during shortlisting. You must demonstrate you have the necessary knowledge, skills and experience required. If you do not have direct experience of employment in a similar role, please remember that you may have acquired transferrable skills in a variety of different ways e.g. voluntary work, lived experience, running a home, hobbies etc.  Address each of the criteria on the person specification using the identifying letter (A, B, C and so forth).  Describe **how you meet each individual criteria letter** along with specific examples using the STAR approach (situation, task, action, result) for each criterion. Please do not evidence more than 3 criterion letters in one example; it is best practice that you provide an example for each and work down the criteria in letter order.  *For example: Criteria letter A might be a good understanding of mental ill health. You would outline your understanding of mental ill health and provide us with an example when you put your understanding of mental ill health to use; set the scene, describe the purpose, explain what you did and tell us the outcome.*  If a high number of applications are received for a vacancy, only those who have used this method will proceed to shortlisting.  If you are applying for more than one role at once, it is likely that the person specifications and criteria are different, some significantly, and therefore you are required to apply form for each role.  Please do not include a CV. |
| *There is no word count in this section.* |

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| **Interview dates** |
| Please state dates you are not available for interview, for consideration if you are successful at shortlisting. Whilst Pentreath cannot always accommodate requests, we try to be as flexible as we can be within reason. The interview date is usually on the advert although sometimes that date will change at Pentreath’s discretion. |
| *Please notify us of any dates you may not be available for interview:* |

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| **Referees** | | |
| Please provide contact details for at least two referees who are able to comment on your suitability for the job applied for. You are responsible for providing accurate contact details so that referees can be contacted.   * The first referee MUST be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education). * The second referee MUST be your second most recent employer. If you have no previous employment, you must provide details of someone who can provide a character reference.   Professional references must be provided by a person at the work place authorised to do so.  Character references cannot be provided by relatives.  As part of Safer Employment your referees will be asked if you have been subject to any disciplinary sanctions whilst in post or at the time of leaving your post, and whether you have been the subject of any safeguarding/child protection concerns. | | |
|  | **Referee 1** | **Referee 2** |
| Full name |  |  |
| Position |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |
| How do you know this person |  |  |
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| **Reasonable Adjustments** | | |
| Please use this section if you have a Reasonable Adjustment request – this will be considered to ensure you are not disadvantaged during the interview process. | | |
| Do you request any reasonable adjustments to be made?  *If YES, please detail your request in the box below* | Yes | No |
| Detail your reasonable adjustment request here:  Cross this box if you would like a phone call to discuss a reasonable adjustment request | | |

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| **Declarations** | | | | | | | | |
| 1. **Relationships** | | | | | | | | |
| Are you a relative or a partner of, or do you have a close personal relationship with any employee of Pentreath? | | | Yes | | | | No | |
| *If yes, please state their full name, post title and place of work:* | | | | | | | | |
| Have you previously been employed by Pentreath? | | | Yes | | | | No | |
| *If yes, please provide details:* | | | | | | | | |
| 1. **Right to Work** | | | | | | | | |
| Do you require permission to work in the UK?  *Please note: if successful at interview you will be required to provide evidence of eligibility to work in the UK, e.g. passport/ work permit* | | | Yes | | | No | | |
| 1. **Disclosure and Barring Service (DBS) checks** | | | | | | | | |
| Pentreath make it clear on any job advert and through this application form that a criminal record check appropriate to the role applied for will be requested from the DBS upon a conditional job offer.  **Basic DBS check**  *This post requires a Basic DBS check of any conditional cautions and unspent convictions, under the terms of the Rehabilitation of Offenders Act (ROA) 1974. No further action required within this section.*  **Enhanced DBS check**  *This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS check. Client group adults only 18+. No further action required within this section*.  **Enhanced DBS with children’s barring list check**  *This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS with children’s barred list check. Client group inclusive of under 18’s and adults where applicable.*  It is a criminal offence to apply for or accept a position working with children if you have been barred from engaging in regulated activity with children. | | | | | | | | |
| 1. **Safer Employment Declaration**   Pentreath is committed to safeguarding and promoting the welfare of adults at risk and/or children. Any information provided will be treated in a fair and open manner. | | | | | | | | | |
| Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position held by you? | | | | | Yes | | | No | |
| *If yes, please provide details* | | | | | | | | | |
| Have you ever been the subject of any safeguarding/child protection concerns? | | | | | Yes | | | No | |
| *If yes, please provide details* | | | | | | | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.  I understand that if I am appointed, personal information about me may be stored for personnel/employee administrative purposes in accordance with relevant Data Protection legislation, including UKGDPR/DPA 2018 and any other UK legislation which supports it.  Pentreath will process the data you give us to determine your suitability for the role you have applied for as part of the recruitment process and the ongoing employment relationship if appointed.  In submitting this form, I give my authority for use of my personal data for the purposes outlined above. | | | | | | | | | |
| Signature |  | Date | |  | | | | | |
| All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful your details will be kept for a period of six months and then destroyed. | | | | | | | | | |