

Application Form

Information provided in this application will be controlled under the Data Protection legislation and will be treated with the strictest of confidence and used solely for recruitment purposes.

Position applied: Jo		Jo	b Ref No:		Part time/ Full ti	me	
Personal Details							
Forename(s):				Surname:			
Pronouns		Why	do w	e think pronoun	s matter	? See our website	here
Address:							
Postcode:	Email:						
Home telephone number:		Ν	Nobile	e telephone nui	nber:		
Work telephone number:		Ν	May we contact you at work?				
National Insurance Number:		C	Do you require a permit to work in the UK?				
If yes, are there any restrictions regarding maximum hours able to work?							
Do you hold a full driving license?		C)o yo	u own, or have	access	to a car?	
Are you related to, or do you know a member or senior officer of this Association? If so, please give details.							
Employment history: Most re	cent employm	ent					
Name and address of current or most recent employer:		F	Position held:				
		F	Present salary:				
		Ε	Date appointed:				
Brief description of main duties	5:						
Notice required:	Rea	son for leav	ving:				

Previous Employment - please give details of full employment from school to present and reasons for any gaps during that time. (Please continue on separate page if necessary).

Date from/to e.g. 06/13-10/18	Name and address of employer	Brief description of responsibilities	Reason for leaving/gaps

Training

Professional training/Qualification	Date awarded	Awarding institution

Education

School/College/ University	Date from/to	Subject and qualification

Further information: Please provide further information in support of your application. (Please tell us your experience/reasons why you have applied for the position)

Matching Staff: At New Prospects we try hard to get the best 'match' between people we support and their staff. Please use the boxes below to tell us a little about who you are and what you like doing to make this matching process successful.

Who are you - What's your personality? (Describe yourself to us in a positive way e.g. I am calm, laid back, enthusiastic etc)

What are your hobbies, interests and passions? (What do you love doing, what do you care about?)

What are your gifts, skills and talents? (What do you offer as a person, what are you good at?)

References: Please provide the name, addresses and email address of two people we may contact for references, **Please indicate whether they are a previous employer or a friend.**

		Second Reference RELATIONSHIP TO YOU		
Name:		Name:		
Job title:		Job title:		
Email:		Email:		
Company:		Company:		
Address:		Address:		
Postcode:	Tel:	Postcode:	Tel:	
Where did you find out about	Where did you find out about this position?			

Any appointment is subject to satisfactory references and DBS and informal interview where appropriate.

Vaccination information:

New Prospects employees' health and safety is paramount; and for this reason we encourage all new employees to have had or consent to have the COVID-19 vaccination, however this is not mandatory. The reason for this is:

- You can have COVID-19 without any symptoms and pass it on to family, friends, work colleagues and the people you may be supporting, many of whom may be at increased risk from coronavirus.
- The COVID-19 vaccination will reduce the chance of you suffering from COVID-19 disease. Like all medicines, no vaccine is completely effective, and it may take a week or two for your body to build up some protection from the first dose of vaccine. Some people may still get COVID-19 despite having a vaccination, but this should lessen the severity of any infection.

Please complete the following: Have you had all your COVID vaccinations? Yes/No

Where were you vaccinated?	UK/Other

Dates of vaccinations: 1.2.3.4.

Vaccine type: Pfizer/Astra Zenica/Moderna

I do/ do not consent to receiving the COVID 19 vaccine. We can only encourage people to be vaccinated - we collect this data because the Care Quality Commission ask us to report it to them.

Have you had/willing to have the flu jab?	Date received
Signature	Date

Declaration

I confirm that the information I have given is accurate and will be used to support my DBS application. I understand that any false information could lead to termination of my contract, if appointed. I consent to the information being stored and used by New Prospects Association to obtain a DBS disclosure in order to assess my suitability for the role I have applied for. This information and or/other referee information may be used to contact places I have worked after a verbal offer of work has been made. I understand that giving false information may lead to any job offer being withdrawn, or to formal action up to and including termination of my employment.

Signed:	Date:
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I consent to my information being held within New Prospects Association database to be used for marketing purposes. This includes occasional emails, SMS notifications and job adverts

	Signed:	Date:
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Email to: reception@new-prospects.org

Return to: New Prospects Association Limited, 38-42 South Parade, Whitley Bay, NE26 2RQ

REHABILITATION OF OFFENDERS ACT 1974 – Disclosure of Previous Convictions

The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. You must tell us about any convictions you may have, even if they are considered to be 'spent' under this act.

Any offer of employment will be subject to a criminal record check from the Criminal Records Bureau before we confirm the appointment. This record check will include details of cautions, reprimands or final warnings, as well as convictions.

We will keep in strict confidence any information we receive from the Criminal Records Bureau. We will store it securely during the recruitment and selection process.

A criminal record will not affect your chances for the post unless it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors, including the Association's policies and National Care Standards.

Details of any previous convictions. If you have none please write NONE in the box below.

You must include: (a) nature of offence, (b) date committed, (c) any other relevant factors.
Details:
Post applied for:

Signed:	
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Print Name:

Date: