[](http://www.bing.com/images/search?q=investor+in+people+logo&view=detailv2&&id=74FD165D33C663CB2B6D08E7CE10030961BD0E3B&selectedIndex=2&ccid=GEoMfBTy&simid=608036334942423193&thid=OIP.M184a0c7c14f224b38030979e56dd12dbH0)

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

The application form has been designed to offer you the opportunity of giving the fullest information, whilst enabling us to assess all candidates in a fair and objective manner.

|  |  |
| --- | --- |
| Mary and Joseph house  (The Joseph Cox Charity)  217 Palmerston Street  Ancoats  Manchester  M12 6PT  Tel: 0161 273 6881  Fax: 0161 273 6864  [www.maryandjosephhouse.co.uk](http://www.maryandjosephhouse.co.uk) | Post applied For:  Available to take up employment (date): |

Mary and Joseph House focuses on providing kind, caring, compassionate care – Our Values are maintaining the privacy & dignity of people who need support, always treating people with respect, promoting independence

|  |
| --- |
| Title: Mr/Mrs/Ms/Miss  First Name: Surname:  Address:  Telephone:  Email: |

Please give details of:

|  |  |  |  |
| --- | --- | --- | --- |
| Educational Qualifications | | | Apprenticeships/training completed |
| Year | Qualification | Grade |  |
|  |  |  |
| Work related courses you have attended: | | | Any other relevant skills |
|  | | |  |

Details of your work history(please explain any gaps in employment)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of employer | From | | To | | Brief details of duties | Reasons for leaving |
| Month | Year | Month | Year |
|  |  |  |  |  |  |  |

Present Employment details

|  |
| --- |
| Employers name and address…………………………………………………………....................  …………………………………………………………………………………………............................  …………………………………………………………………………………………............................  Post held……………………………….........… Present Salary……………………………............  Notice required in present employment…………………………………………….....................  Reason for leaving.....................................................................................................................  Please outline your main responsibilities…………………………………………….................. |

References:(these should be your last two previous employers)

|  |  |  |  |
| --- | --- | --- | --- |
| Present employers details | | Previous employers details | |
| Name:  Position: |  | Name:  Position: |  |
| Company Name: |  | Company Name: |  |
| Address:  Post Code: |  | Address:  Post Code: |  |
| Tel No: |  | Tel No: |  |
| Email: | | Email: | |

Rehabilitation of Offenders Act 1974 (amended 2013)

Have you previously applied for an enhanced Disclosure and Barring Service (DBS) enhanced disclosure?   
 Yes / No

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) by SI 1198 ? Yes / No

|  |
| --- |
| If you have answered ‘Yes’ to any of the above please give details:  ……………………………………………………………………………………………........................................................................  ……………………………………………………………………………………………........................................................................ |

General Information

|  |
| --- |
| Do you possess a current driving licence which is valid in the UK? Yes / No  Details of any endorsements(s) if any?………………………………………………...................  Are you available for an interview at any time?……………………....................……………  Have you been subject to disciplinary action in the last twelve months Yes / No  Have ever been subject to an investigation or enquiry into abuse or any other inappropriate behaviour, or been dismissed from a position as a result of a disciplinary issue?  (if yes please give details)…………………………………..............................................................  ………………………………………………………………………………………………………........................  If you are related to a current employee or Management committee member at Mary and Joseph house please give details………………………………………..................……………………………. |

Please describe why you are applying for this post and how previous experience will be relevant. Continue on a separate sheet if necessary.

|  |
| --- |
|  |

Declaration

|  |
| --- |
| To the best of my knowledge the information given on this form is correct. I understand that providing false information will result in the withdrawal of any offer of employment.  Signed…………………………………. Date……………………………………. |

Equality and diversity monitoring form

Mary and Joseph House aims to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the management team

**Gender** Male  Female  Prefer not to say

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your **sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual

Prefer not to say  If other, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None Primary carer of a child/children (under 18)  Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say