



Sandcastle Care Ltd

49 Whitegate Drive

Blackpool

FY3 9DG

t: 01253 829966

w: sandcastle-care.co.uk



Please complete in your own handwriting, in black ink and return to the above address

APPLICATION FOR THE POST OF:			
AT (NAME OF HOME/LOCATION): (if known at this time)			
CLOSING DATE:			
PERSONAL DETAILS			
Last Name:		Title (E.g. Mr/Mrs/Miss/Ms):	
Forename(s):		Date of Birth:	
Home Address:			
Postcode:			
Telephone No.: (Daytime)		(Evening)	
Mobile:		E-mail:	
		If appointed is a work permit required?	
Are you related to any person employed by, or connected with Sandcastle Care?		YES	NO
Name		Job Title	
Relationship			
<i>Direct/indirect canvassing in relation to this application will render you liable to disqualification</i>			

Due to the age of the young people in our care all candidates must be at least 22 years old to apply. (Care Standards Act 2000)

DATA PROTECTION ACT

The information provided within this application may be used for statistical analysis and to obtain references from past and current employers.

For applicants joining Sandcastle Care, the information provided will be used to administer company operations in connection with their employment. Unsuccessful applications will be destroyed after six months.

PRESENT (or LAST) EMPLOYER

Dates		Name & Address of Employer, Nature of the Business	Position Held	Current/Last Salary
From Mth/Yr	To Mth/Yr			

Reason for leaving or wishing to leave current/last employment:

--

Notice Required:

CURRENT PAY SCALE & SPINAL COLUMN POINT (e.g. NJC/TEACHERS CPS)

Please give a brief description of duties and responsibilities

--

PREVIOUS EMPLOYMENT HISTORY (Please list employment in reverse order and provide specific month/year dates – your application will be unsuccessful if you fail to do this. Any gaps in employment since leaving school **MUST** be explained in the next section and accounted for)

Dates		Name & Address of Employer, Nature of the Business	Position Held and your reason for leaving
From Mth/Yr	To Mth/Yr		

Please provide details of any time not spent in employment or education, including periods of unemployment. Again, please be month/year specific with your dates.

From Mth/Yr	To Mth/Yr	

EDUCATION

SECONDARY/HIGHER EDUCATION

Short listed candidates will be asked to provide original certificates where relevant

From	To	School/College	Certificates/Qualifications Awarded & Dates

Interests/Responsibilities whilst at school (optional)

--

OTHER QUALIFICATIONS/PROFESSIONAL MEMBERSHIP/RELEVANT COURSE & DATES

Please provide details of any language(s) and degree of fluency you may have, including sign language

Qualification/Professional Membership/Relevant Course	Date Achieved/Attended

FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Please state your reasons for applying for this post and give details of any career objectives (continue on a separate sheet where necessary)

How do your experience, skills and/or knowledge at work or in a personal/voluntary capacity relate to the post for which you have applied? Please include details that support your ability to meet the essential requirements of this post.

LEISURE INTERESTS (Please give brief details of interest, membership of clubs etc.)

DRIVING LICENCE

Do you hold a full current driving licence?	YES		NO	
Have or have you had any driving convictions/penalty points in the last three years?	YES		NO	

CRIMINAL CONVICTIONS			
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)?	YES		NO
<i>If you have answered yes to the above question, please complete the attached Rehabilitation of Offenders form, place it in an envelope and return it with your completed application form.*</i>			

* The post for which you have applied is defined as exempted employment within the terms of **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**. You are therefore required to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Act, whether or not they would be, in terms of the Act, classed as spent. Declaration of any convictions will not necessarily bar you from employment, as this will depend on the circumstances and background to your offence(s). All applicants who are offered employment will be subject to a criminal record check before the appointment is confirmed. See *The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)* page for details of how to check what information is required under the new legislation.

REFERENCES	
<i>Please provide the contact details for two referees (none of whom should be close friends or family), who should be able to comment on your suitability for the post for which you are applying. One of these must be your present or last employer. We will request references from all referees named and reserve the right to request additional references. All offers of employment will be subject to the receipt of satisfactory references. NB: It is imperative for speed of process that you make your referees aware that you have named them and that they should complete and return requests as soon as possible.</i>	
Present/last employer:	
Name:	Job Title:
Address:	
Postcode:	Tel No:
Email address:	
I do not wish my present employer to be approached at this stage. (Tick Box)	<input type="checkbox"/>
Name:	Job Title:
Address:	
Postcode:	Tel No:
Email address:	

DECLARATION

- *I understand that appointment to this post is conditional on the information supplied with my application being correct and that if I have withheld any information or any information is found to be false, I will be liable to disciplinary action.*
- *The statements made by me in this application form and on any additional sheets are true to the best of my knowledge and belief.*
- *I hereby consent to the processing of the above data in accordance with the current Data Protection legislation.*

Signature of applicant:

Date:

Please note if we do not contact you within 4/6 weeks of the published closing date (or in the absence of a closing date, within 4/6 weeks of the date on which you submitted your application), then you have **not** been short listed for an interview.

All applicants' details are kept on file for 6 months and considered for future vacancies within Sandcastle Care as and when they may occur.

In the meantime, may we take this opportunity to thank you for your application and for your interest in Sandcastle Care Ltd.

THIS PAGE IS INTENTIONALLY BLANK

EQUAL OPPORTUNITIES

Sandcastle Care is committed to becoming an equal opportunities employer. All suitably qualified applicants will be considered regardless of race, gender, disability etc. As part of this process, we need to monitor our recruitment process. It would be very helpful if you could complete the following information which relates only to monitoring, NOT selection. This information is treated as confidential.

On receipt it will be separated from the application form before short listing takes place.

Application for the post of:

Where did you see this post advertised?

Please give the following information about yourself:

a) Gender

Male

Female

b) Date of Birth:

Age:

c) Nationality: (Please specify)

d) Do you consider yourself to be disabled?

Yes

No

If yes, please give details:

Please quote registered disabled number where applicable:

e) How would you describe your ethnic origin?

Please tick appropriate box

White	Black	Asian	Other
European	Afro-Caribbean	Chinese	(Please specify)
North American	African	Bangladeshi	
Other (specify)	Other (specify)	Indian	
		Pakistani	
		Other (specify)	

Have you any comments on the content of this Application Form?

Sandcastle Care considers the employment of staff to be on the basis of equal opportunity and treatment for all. It is, therefore, intended that no job applicant or employee shall receive less favourable treatment because of any condition or requirement, which cannot be shown to be justifiable. The company also condemns inappropriate conduct which detracts from the working environment of employees and is committed to the promotion of a climate in which harassment is wholly unacceptable.

THIS PAGE IS INTENTIONALLY BLANK



SANDCASTLE CARE

DISCLAIMER FORM

The Disqualification for Caring for Children Regulations 2002 applies to anyone employed in a registered or voluntary children's home.

The Regulations set out grounds for disqualification from caring for children.

These fall into three main areas:

1. Where a child of the individual has at anytime been the subject of a care or similar order, or where an order has been made with the purpose of removing a child from the individual's care or preventing the child from living with him/her.

2. Where the person has been convicted of an offence specified in Schedule 1 of The Children and Young Persons Act or one involving injury or threat of injury to another person.

3. Where:
 - The person has been concerned with a voluntary or registered children's home which has been removed from the register; or

 - An application by the person for registration of a voluntary or registered children's home has been refused; or

 - The person has been prohibited from being a private foster parent, or the person has been refused registration to be a child minder or provider of day care, or had his/her registration cancelled.

I have read and understood the above and declare that I am not disqualified from caring for children under The Disqualification for Caring for Children's Regulations 2002.

Name: (please print).....

Signed:..... **Date:**.....

THIS PAGE IS INTENTIONALLY BLANK

Strictly Private & Confidential



Addendum to Application Form

THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AS AMENDED IN 2013)

Sandcastle Care actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. Sandcastle Care selects all candidates for interview based on their skills, qualifications and experience. Legislation now in force in England and Wales, allows certain old and minor cautions and convictions to no longer be subject to disclosure, however cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children, like those within Sandcastle Care, still remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure as will all convictions where an individual has more than one conviction recorded.

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 therefore cannot be taken into account when making decisions. If you are unsure what should or should no longer be disclosed, then guidance and criteria on the filtering of these cautions and convictions can be found on the following website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

or by accessing the Unlock website resources:

<http://hub.unlock.org.uk/section/about-criminal-records/disclosure-and-barring-service/>

All applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed.

You are therefore required to declare 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). Information declared will be used only to consider suitability for the post in question and will not be used as the sole criteria to decide your fitness for the post. Unless an appointment is prohibited by law (under the terms of the Protection of Children Act 1999 (as amended by the Criminal Justice and Court Services Act 2000), a criminal record will not automatically debar you from being considered for employment. Changes to the way the DBS deals with disclosures means that certificates are now only sent to you, no longer the employer, so we may ask you to bring your copy for us to view any cautions, convictions, reprimands or final warnings that it may contain in order for us to be able to make an informed decision. Furthermore, applicants will be given an opportunity to discuss any details supplied before any decision is taken regarding their appointment. In reaching such a decision, Sandcastle Care will consider the nature of the record/action, the length of time since the offence(s), its relevance to the position applied for, and any other information provided.

You should note that failure to bring any unfiltered conviction to the notice of Sandcastle Care, either on this form or at subsequent interview, may lead to withdrawal of the job offer or disciplinary action, including summary dismissal where appropriate.

The form will only be read after successfully clearing short listing. All information in the form will be treated in the strictest confidence. However, it will be available to relevant Manager and Officers of Regulatory bodies as required. If you are offered an appointment with Sandcastle Care, the completed form will be retained as part of your confidential Personnel File. If your application is unsuccessful, it will be kept for six months, along with your application form, after which time both documents will be destroyed in accordance with data protection procedures.

Please note that it is illegal for a person who is barred from working with children by the DBS, to apply for any position within Sandcastle Care.

THE REHABILITATION OF OFFENDERS ACT 1974
(EXCEPTIONS) ORDER 1975 (AS AMENDED IN 2013)

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)? Please indicate with a tick in one box below.

Yes No

If you have answered yes to the question above, please complete Part One and Part Two of the form.

PART ONE

Job and Personal Information

Job Title: Location:.....

Forename(s): Surname:

Address:

.....
.....
.....

PART TWO

I confirm that the caution(s) and/or conviction(s) listed below has/have been imposed on me.
(Please give details of the offence, the date and whether it is spent or unspent)

Signed: Date:

IMPORTANT

PLEASE SEAL THIS FORM IN AN ENVELOPE MARKED "CONFIDENTIAL - REHABILITATION OF OFFENDERS ACT" AND STAPLE THE ENVELOPE TO YOUR COMPLETED APPLICATION FORM.

Thank you.