

Application for Employment

Strictly Confidential



Before completing this form, please read all of the accompanying guidance notes. It is important to emphasise that a failure to complete this form in accordance with the notes will automatically disqualify you from consideration for the vacancy. If you have any difficulty in completing the form please call us on 01865 300202 extension 259.

Post applied for:	
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Personal Details

Last Name	Forenames
Any Other Names Used Previously	Date of Birth
Address	Telephone Numbers (including mobile and work number if it is convenient to call you) Home: Mobile: Work:
Email Address Home: Work:	National Insurance number
	DfES reference number (if appropriate)

Are you related to an employee of The Mulberry Bush Organisation? Yes No

If yes, please provide details:

Do you require a work permit to work in the United Kingdom? Yes No

If so, do you hold a current work permit? Yes No

Driving

Do you hold a valid UK driving licence? Yes No

If yes, in which year did you pass your driving test?

If you have any penalty points on your licence, please provide full details (e.g. nature and date of offence):

Are you a car owner? Yes No

Health

Please note that the completion of this section is voluntary.

Is there anything concerning your medical history or state of health that is relevant to your application? Yes No

If yes, please provide details:

How many days of work have you missed in the last twelve months due to illness or injury?

You should be aware that any offer of employment is likely to be subject to the completion of a further medical questionnaire and a possible medical examination.

Current/Most Recent Employment

Name of Employer	
Address	Job Title
	Dates Employed
Briefly describe your main responsibilities:	
Current or Final Salary	Period of Notice Required
Reason for Leaving or Seeking a Change:	

Previous Employment

Please list details of **all** previous employment in reverse chronological order. (Continue on a separate sheet if necessary).

Name of Employer	
Address	Job Title
	Dates Employed
Main responsibilities:	
Reason for Leaving or Seeking a Change:	

Previous Employment (continued)

Name and address of Employer	
Job Title	Dates Employed
Details of main responsibilities:	
Reason for Leaving or Seeking a Change:	
Name and address of Employer	
Job Title	Dates Employed
Details of main responsibilities:	
Reason for Leaving or Seeking a Change:	
Name and address of Employer	
Job Title	Dates Employed
Details of main responsibilities:	
Reason for Leaving or Seeking a Change:	

Training and Education

Please list the qualifications you have obtained and subjects studied. You should also provide full details of all training received which are relevant to the vacancy for which you are applying here at The Mulberry Bush Organisation. (Continue on a separate sheet if necessary).

From	To	School, College, University, etc.	Subjects Studied/Qualifications Obtained

Professional Qualifications

Please give details of membership of any professional bodies:

Date Obtained	Name of Body	Level of Membership

Supporting Statement

Please outline below:

1. The reasons why you are applying for this role.
2. Why you satisfy the requirements of the post as detailed in the job description.
3. What special skills and qualities you can bring to the role.
4. Please say something about your own personal development and the key influences, which have contributed to making you the person you are.

(Please continue on a separate sheet if necessary).

Please tell us how you found out about this role:

References

Please provide details of people who can provide an employment reference on your behalf. It is essential that they can comment on your suitability for this position. If you have worked with children previously, please provide the details of two contacts, one of whom must be your current or most recent employer. If your current or most recent job has not involved working with children, your other referee must be from the employer where you were most recently employed in work with children. If you have not worked with children at all, please provide the names of three referees, one of whom must be your current or most recent employer. In all cases, the people whose details you provide must still be employed by the organisation where you worked. References will not be accepted from relatives or from people writing solely in the capacity of friends. We will not accept home addresses or personal email addresses as the point of contact. The Mulberry Bush Organisation will only approach the referees of candidates who have been selected for interview.

Name of Referee	Name of Referee	Name of Referee
Job Title	Job Title	Job Title
Organisation	Organisation	Organisation
Address	Address	Address
Telephone Number	Telephone Number	Telephone Number
Email Address	Email Address	Email Address
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

Rehabilitation of Offenders Act 1974

This post is exempt under the provisions of the Rehabilitation of Offenders Act and so all convictions, cautions and bind-overs must be declared below. This must include any spent convictions or any pending circumstances which might lead to prosecution. This will not necessarily debar you from the appointment. If you have no convictions, you should simply enter 'NONE'.

Date of Conviction/Pending Hearing	Offence	Sentence

Disqualification for Caring for Children Regulations 1991

Under these regulations, individuals who have committed certain offences, or for other reason, are disqualified from running or being employed in a Children's Home. Information on reasons for disqualification is provided with this application form. Please confirm that you are not so disqualified by signing the declaration below:

I confirm that I am not disqualified from working with children and/or included on the Children's Barred List (previously List 99).

Signed: _____

Disclosure and Barring Service

In the event of a successful application, an Enhanced Disclosure will be sought from the Disclosure and Barring Service (DBS) in relation to criminal and child protection matters although it should be emphasised that a conviction will not necessarily be a bar to obtaining employment.

Please state whether you have been through the Disclosure process previously. Yes No

If yes, please provide the date of the Disclosure:

Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be share with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed: _____

Declaration

Before signing the declaration below, please ensure that you read and understand the following two paragraphs.

If you know that any of the information given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in the application being rejected. If such a discovery is made after you have been appointed then you will be liable to summary dismissal. You may also be referred to the relevant governing body or to the police.

Please read and sign the following declaration:

I declare that the information I have provide in this application form is correct to the best of my knowledge and that all the questions relating to me have been accurately and fully answered. I understand that if I have knowingly provided false information or withheld relevant details then I may be disqualified from consideration for the appointment or, in the event that I have been recruited by The Mulberry Bush Organisation, that I may be summarily dismissed.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the interviewers which may affect working with children and/or vulnerable adults.

Signed: _____ Date: _____

Thank you for showing interest in The Mulberry Bush Organisation and for taking the time to provide us with the information requested. We will do our utmost to ensure that you are kept informed of progress.

The Mulberry Bush Organisation is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. Applicants must be able to provide evidence of having the right to live and work in the UK and be prepared to undertake an enhanced criminal background check via the DBS.

***If you have any questions or queries, please do not hesitate to contact us
on 01865 300202 extension 259***

Pre-Employment Health Questionnaire

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The nature of our environment means that some elements of the work can be very demanding. We have a duty of care to our children and our employees to ensure that every member of our team is able to cope with the physical, mental and emotional demands. **This is why we ask for this questionnaire to be completed but it is voluntary and so you do not have to fill it in.** Your application will not be affected if you choose not to complete the questionnaire. All information will be treated in the strictest confidence and personal details will be held and processed in accordance with the Data Protection Act 1998. The Mulberry Bush Organisation reserves the right to request that a full medical be undertaken by the prospective employee when an offer of employment has been made. In such circumstances, it should be emphasised that The Mulberry Bush Organisation will not discriminate against an individual in the event that a disability is declared or identified.

PERSONAL DETAILS

Surname (Mr/Mrs/Miss/Ms) :

Forenames :

Date of Birth :

PERSONAL MEDICAL HISTORY

Please answer each of the following questions, giving full details of any 'Yes' answers in the space available overleaf.

1. Have you ever suffered from the following conditions?

- | | | |
|--|------------------------------|-----------------------------|
| a) Raised blood pressure, heart trouble, stroke or any disorder of the circulatory system? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) Asthma, bronchitis or any order of the respiratory system, lungs or chest? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) Any disorder of the digestive system, liver, gall bladder or pancreas? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) Diabetes, mellitus or disorders of the kidneys and genito-urinary system? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e) Anaemia or other blood disorders? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f) Any form of malignant disease (tumours, growths or cancer)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| g) Any chronic back condition? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| h) Repetitive stress syndrome? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

2. Are you required to undergo regular checks for any medical condition? Yes No

3. Are you on any medication? Yes No

4. Do you have any known allergies? Yes No

5. Have you had more than one week off work due to illness or injury at any one time in the last three years? Yes No

6. Do you have any medical condition which may necessitate having time off work in the foreseeable future? Yes No

7. Are you being tested or investigated for any medical condition at present? Yes No

8. Do you suffer from any form of disability? Yes No

Continued overleaf . . .

If you have answered 'Yes' to any of the questions overleaf, please provide the details here.

I confirm that all of the answers and details I have provided in this Health Questionnaire are true and accurate to the best of my knowledge. I confirm also that if any of the information is found to be false or misleading, it may result in the termination of my employment with the Mulberry Bush Organisation.

If requested, I agree to have a medical examination.

Signature: _____ Date : _____

EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE



The
**Mulberry
Bush**

The Mulberry Bush Organisation is committed to equality of opportunity for all. To help us monitor the effectiveness of our equal opportunities policies as well as to identify how we may be able to make further progress, it would be appreciated if you could complete this questionnaire for us.

It must be emphasised that completion of this questionnaire is voluntary and your answers will be treated in the strictest confidence. You can be assured that the information will only be used for the monitoring purposes described above and will be held in secure conditions, with access limited to those who need to process the information. The accompanying 'Questions and Answers' document provides further explanation of the reasons for equal opportunities monitoring and the reasons for doing it.

Please click on the appropriate boxes.

Your Name: _____

Position applied for : _____

Section 1 – Gender

Male Female

Section 2 – Age

18-25 26-34 35-43 44-50 51-60 60+

Section 3 – Ethnic Origin

How would you describe your ethnic origin?

Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	White - British	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>	Not specified	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>		

Please provide further details if desired:

Questions and Answers

Why monitor equal opportunities?

We are committed to a policy of equal opportunities in all aspects of employment. The information provided by equal opportunities monitoring will help us to comply with the law under the relevant legislation and, most importantly, to ensure that our employment policies and practices are fair and effective. The information provides us with a profile of the organisation so that we can assess the representation of different groups and whether more needs to be done to achieve equality of opportunity for colleagues and job applicants.

What information will be collected?

This questionnaire asks you to categorise yourself by ethnic group, marital status, disability, gender, religion/belief and sexual orientation. This data will then be added to the information that is held on our confidential personnel records.

What will happen to the monitoring form?

The form will be opened by the member of our team with responsibility for HR matters and the data will be incorporated into our records.

How will the information be used?

This form contains sensitive personal data which will only be processed in accordance with the Data Protection Act.

The data will help us to review employment policies and practices, particularly where equality of opportunity is concerned. **Individuals will not be identifiable on any reports or summaries.**

The information will be used by The Mulberry Bush to ensure compliance with the general duties as defined in the relevant legislation as well as to eliminate unlawful discrimination and promote equality of opportunity.

Who can I contact for additional information?

Should you require any further information or advice, please call our HR Administrator on 01865 300202 extension 259.