



Application Form

DBS Enhanced Disclosure is required for the post.

Thank you for your interest in working with us. **Please complete this form and return it by email to HR@happyvalleyresidence.com for consideration.**

Please note that CVs cannot be accepted.

Personal Details			
Position applied for:			
Full name (including any middle names):			
Address:			
Post Code:			
Email address:			
Tel number:		Mobile:	
Do you hold a current UK driver's licence?	Yes / No		
Do you have use of a car?	Yes / No		

Background checks			
Do you have the right to work in the UK?	Yes / No	If offered a role, are you able to demonstrate your right to work?	Yes / No
Are there any restrictions on you taking up work in the UK?	Yes / No	If yes, please provide details:	
Have you lived and/or worked overseas?	Yes / No	If yes, please provide details:	

Current employment/Most recent employment			
Name of Employer:			
Position held:			
What was your salary upon leaving?			
Date Employment:	From:		To:
Notice Period / available to start:			
Your reason for leaving?			
Please use the space below to tell us about your duties and responsibilities			

Employment History

Please use this section to give your full employment history, starting with your most recent. You should also include any voluntary work. Please be as accurate as possible, as the dates given will be cross-checked against any background checks completed, if offered a role.

[illegible]

Gaps in Employment

Please explain any gaps in your employment history since leaving secondary education.

Dates (From / To) incl. day/month/year		
Explanation:		
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Explanation:		

Education

Please provide details about your current/ previous education. This can include any relevant training qualifications through an Awarding Body (e.g. City & Guilds)

Dates from and to	Name of School/ College/ University/ Awarding Body	Qualification (e.g. BSc, BA, A-level, GCSE)	Grade/ Level achieved

Other Relevant Training

e.g. Child Protection, Health & Safety, First Aid, Team-Teach

Please only list training that you have undertaken in current or previous roles that is **relevant to the position you are applying**

Training Organisation	Course Title / Qualification	Course Duration	Date Completed

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Relevant Experience/ Further Supporting Information
Please use this space below to demonstrate your knowledge, skills and experience. This section is your chance to tell us more about you, and what makes you suitable for this role. You can include any personal qualities which you think will be helpful, and you can tell us about your hobbies and interests outside of work and education.

References

Please provide details of two referees who can provide information about your ability to work in a caring role. YOU MUST provide details of your current and most recent employer, and one other.

If you are not currently working with children or young people (0-19) but have done so in the past, it is a requirement that you provide the reference details of the last employer where you worked with children.

Please note that references will normally be sought prior to interview. We will ask your referees for comments on your suitability for the post and for employment referees, request details on service dates and salary.

We reserve the right to request alternative references from previous employer during the processing of your application.

If your employment history is limited, you can ask a teacher/ tutor to provide you with a reference, or you give us the details of an individual who can certify your character. Where possible, you should avoid providing two different contacts from the same employer.

Referee 1: Your current/most recent employer	Referee 2: A previous employer/ other relevant referee)
Name:	Name:
Job title:	Job title:
Company name:	Company name:
Telephone number:	Telephone number:
Email address:	Email address:
Relationship to you:	Relationship to you:
May we approach this referee prior to interview?	May we approach this referee prior to interview?
Yes / No	Yes / No

Declaration of Relationships:

Please state if, to your knowledge, you are related to any employee or Member of Happy Valley Residence. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and, if you are appointed, shall render you liable to dismissal without notice.

State YES or NO If YES, give name and relationship

Child Protection

This post involves working with children, other vulnerable groups or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore disclose details of reprimands, formal warnings, cautions and convictions, including 'spent convictions'* and any formal warnings and suspensions relating to employment. Any failure to disclose such information could result in dismissal or disciplinary action by Happy Valley Residence. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.

Where a role involves engaging in regulated activity relevant to children, it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Declaration

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018), the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/employee of Happy Valley Residence, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

Signature**Date**

You are deemed to have signed this form if you submit it electronically