

















# Calcot Services for Children Ltd.

**PRIVATE & CONFIDENTIAL**

Please attach a recent photograph here

Return this form to: Harvinder Singh  
 Company Director  
 Blackthorn Farm  
 West End Lane  
 Waltham St Lawrence  
 Berkshire RG10 0NL

**POSITION APPLIED FOR** \_\_\_\_\_

Title:	Schools	Qualifications gained
Surname:		
Forename(s):		
Date of Birth:    /    /		
Address:		
Postcode:		
E-mail address:		
NI No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Tel. Nos (please include code):  (Home) (Work) (Mobile)	College/university	Qualifications gained
Current driving licence?    Yes/No Groups:                            Expiry Date:		
Details of Endorsement:		

Are there any restrictions on you taking up work in the UK? Yes/No (If yes please provide details)	Other training courses attended relevant to the post to which you are applying for
GSCC Registration Number:	

**OTHER EMPLOYMENT**

Please note any other employment, volunteer work, further education you would wish to continue with if you were to be successful in obtaining this position.

**LEISURE**

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

**EMPLOYMENT HISTORY** (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)

From - To	Name & Address of employer including telephone number	Job Title & Duties	Salary on leaving	Reason for leaving


## REFERENCES

Please provide details of three referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the company reserves the right to approach any past employer for a reference.

<b>1</b>	Name:	<b>2.</b>	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No.		Tel No.
	May the company approach the above prior to interview Yes/No		May the company approach the above prior to interview? Yes/No

<b>3.</b>	Name:
	Position:
	Organisation:
	Address:
	Postcode:
	Tel No.
	May the company approach the above prior to interview? Yes/No

## **GENERAL COMMENTS**

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

Please continue on a separate page if necessary

## CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to submit to a Criminal Records Bureau check. Any disclosure made by the CRB/SCRO will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)

If YES, please give details

## SPECIAL REQUIREMENTS (CARE SECTOR)

Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining an Enhanced disclosure certificate from the Criminal Records Bureau or an approved umbrella body. This will include checks of POVA and POCA records.
- 2) Such disclosure being acceptable to the company.
- 3) Proof of identity - birth or marriage certificate (where appropriate) and passport (if available).
- 4) Three satisfactory written references and three satisfactory verbal references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

## HEALTH DETAILS

If the answer is yes to any of the questions in this section, please give full details in the space provided of the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work employment will be subject to satisfactory medical reports.

Have you ever had:

\* delete

Additional Information to "Yes" response

	as applicable	
Tuberculosis, asthma, bronchitis or chest problems?	*Yes/No	
Chest pain, heart condition or raised blood pressure?	*Yes/No	
Blackouts, fits or attacks of giddiness?	*Yes/No	
Depression, mental illness or nervous breakdown?	*Yes/No	
Rheumatism or arthritis?	*Yes/No	
Back trouble?	*Yes/No	
Typhoid, paratyphoid or other gland trouble?	*Yes/No	
Digestive or bowel disease?	*Yes/No	
Diabetes, thyroid or other gland trouble?	*Yes/No	
Bladder or kidney trouble?	*Yes/No	
Dermatitis or skin trouble?	*Yes/No	
Varicose veins?	*Yes/No	
Any other accident, operation or illness?	*Yes/No	
Have you any reason to believe you may be infected with any communicable disease?	*Yes/No	
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?	*Yes/No	
Do you intend to work night duties on a regular basis?	*Yes/No	
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?	*Yes/No	
Any physical impairments, including defect of sight or hearing? If yes, please specify any special needs in relation to your disability.	*Yes/No	
Do you smoke?	*Yes/No	
How many units of alcohol do you drink per week?	_____ (one unit = $\frac{1}{2}$ pint beer = 1 glass wine = 1 single whisky)	

### **DECLARATION (Please read carefully before signing this application)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a standard or enhanced (as appropriate) disclosure. I also agree that the company may apply to my previous

employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Name: .....

Signed: .....

Date: .....

## **Calcot Services For Children Ltd.**

### *6. Policy on the Recruitment of Ex-offenders*

CSfC is working to create equal access to opportunities for paid employment while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, and marital status, responsibility for dependants, economic status, political values or offending background.

With some expectations, having a criminal record will not necessary bar an individual from working within our company. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, CSfC complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly.

As part of the recruitment and selection process at CSfC applicants are asked to provide details of their criminal record at an early stage on the disclosure form. CSfC guarantee that only senior staff members will see this information, as part of our confidentiality policy.

We ensure that those involved in the recruitment and selection processes have been suitable trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to employment of ex offenders, e.g. Rehabilitation of Offenders Act 1974 (ROA).

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

CSfC  
July 2008

**Calcot Services for Children Ltd.**

*7. Declaration of convictions*

**STRICTLY CONFIDENTIAL**

**DECLARATION OF CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974)  
EXEMPTED POSTIONS**

Please note carefully the following information:

The position for which you are applying involves substantial access to young people. It is therefore exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order, and you are required to declare any convictions, cautions or bindovers you may have even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to this application.

**In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.**

**Have you ever been convicted of a criminal offence?**

**YES/NO**

**If YES, please give below details of all convictions and cautions, including "spent" convictions and cautions.**

.....  
.....

Under Government regulations CSfC is able (with your consent) to access records of criminal convictions. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete a Standard or Enhanced Disclosure Application Form. **If you do not give your permission for this check to be undertaken then it will not be possible to consider your application further.** As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with children and young people, which are maintained by the Department of Health and Department of Education and Skills.

NAME .....SIGNATURE.....DATE .....

## **Calcot Services for Children Ltd.**

### 8. Declaration involving disqualification for Caring for Children Regulations 1991

#### **Disqualification For Caring for Children Regulations 1991; Children (Protection from Offenders), (Miscellaneous Amendments) Regulations 1997 (England and Wales)**

The post you have enquired about is covered by the above regulations that set out circumstances (see 1 to 5 overleaf) in which an individual is disqualified from working in a post caring for young people/young people in the following areas:

- ❖ Voluntary and registered children's homes
- ❖ Day care of children under the age of 8
- ❖ Private fostering, child minding and day care

You are therefore asked to complete this declaration to confirm that you are not disqualified, and to return it to the address shown at the beginning of this pack with your completed application form.

Regrettably, if you are unable to respond positively to the questions CSfC will be unable to proceed with your application and you therefore need not return the documentation.

If you have any queries on this process please contact Harvinder at the address at the beginning of this pack.

## Calcot Services for Children Ltd.

### 9. DECLARATION BY JOB APPLICANT

#### **Disqualification for Caring for Children Regulations 1991; Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997 (England and Wales)**

I, the undersigned, do hereby declare that:

1. I have never been concerned with a voluntary or registered home which has been removed from the register; and
2. I have never made an application for registration of a voluntary or registered home which has been refused; and
3. I have never been prohibited from being a private foster parent or been refused registration to be a child minder or provider of day care or had such registration cancelled; and
4. I have never had a child who has been the subject of a Care Order, or where an order has been made (under any UK legislation) with the purpose of removing that child from my care, or of preventing that child from living with me; and
5. I have never had a conviction for any offence involving a child (including convictions for indecent photographs of children), any sexual offence, or any offence of violence.

I give my consent for any necessary enquiries to be made to verify the above declaration.

The information on this form is correct and complete to the best of my knowledge and belief.

Signed: .....

Date: .....

Name in block capitals: .....

Post applied for: .....

## Calcot Services for Children Ltd.

### *10. Criminal Record Disclosure Information*

All positions within CSfC are subject to a satisfactory Criminal Record Disclosure. Below is some information on disclosures and the two types.

A **Disclosure** is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the home office.

You will be asked to complete or obtain one of the following Disclosures:

**Standard Disclosures** - contain details of all convictions on record (including 'spent' convictions i.e. those that happened some time ago and normally no longer need to be revealed as specified in the ROA 1974) details of any cautions, reprimands or warnings. For positions involving 'working with young people' also giving information contained on a government department list of people considered unsuitable to work with young people.

**Enhanced Disclosures** - are for posts involving greater contact with young people. All Enhanced Disclosures involve an extra level of checking with local Police force records in addition to checks on the Police National Computer and the government department lists.

You will be sent directly the results of your check by the CRB and this will be copied to CSfC.

The Disclosure of a criminal record will not debar you from appointment unless the Employer has considered carefully the following factors and determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

- The responsibilities of the position,
- The vulnerability of children/young people supported,
- The nature of the offence(s),
- The number and pattern of the offence(s)
- How long ago the offence(s) occurred,
- The age of the offender when the offence(s) occurred.

Information received from the CRB will be kept in strict confidence. Once a recruitment (or other relevant) decision have been made, CSfC do not keep disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If you already have a disclosure and would like to use it for a second position please notify the Director. When making this decision they will take into account the length of time that has elapsed since the disclosure was issued; the level of disclosure; the nature of the position for which the disclosure was issued; and the nature of the position for which you are now applying.

A copy of the CRB's Code of Practice is available on site at CSfC.