

Application for Employment



React Support Services Ltd

Insole House, Glamorgan Street, Canton, Cardiff. CF5 1QW

Tel: 02920 758109

www.reactsupportservices.co.uk

PRIVATE & CONFIDENTIAL

Please read all of the application form before completing all sections in black ink.
Please note that you must sign and date the declaration on Page 6 at the back of the main application form.

Position Details					
Position applied for					
Are you interested in working	Full time <input type="checkbox"/> Part time <input type="checkbox"/>	If part time, how many days?		How many hours?	
Personal Details					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Surname					
Previous Name (s)					
First Name (s)					
Full Address					
Postcode					
Home Phone				Mobile	
May we contact you at work?				Home Email	
Work Phone				Work Email	
National Insurance Number					
Are you required to hold a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you already hold a work permit, when does it expire?			
Do you hold a current valid UK driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Type	Provisional <input type="checkbox"/> Full <input type="checkbox"/> Other <input type="checkbox"/>		
Details of penalty points (if any) with dates					
Do you own or have regular access to a vehicle?		Yes <input type="checkbox"/> No <input type="checkbox"/>			

Parental Leave – Under the *Parental Leave Regulations 1999*, and the *Employment Act 2002*, parents are allowed to request leave where certain conditions are met.

The number of weeks taken is cumulative across employers and it is therefore a requirement of your employment to inform React Support Services of the total number of weeks you have taken to date.

How many weeks of parental leave have you taken?	
Are you a UK, European Community (EC) or European Economic Area (EEA) National?	Yes / No
If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview?	If so, please give details:
If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the Person Specification?	Yes / No

Monitoring Information

This section of the application form is not made available during the shortlisting process. The information collected is for monitoring purposes only and will help the organisation analyse the profile and makeup of applicants and appointees to jobs in support of their equal opportunities.

Criminal Convictions

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become "spent". During the rehabilitation period, convictions are referred to as "unspent" convictions and must be declared to employers.

Before you can be considered for appointment we need to be satisfied about your character and suitability. React Support Services Ltd aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion or belief, disability, sexual orientation and age. React Support Services Ltd undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

Anyone applying for a position which involves a regulated activity and certain controlled activity from 12 October 2009 will require an enhanced Criminal Records Bureau check and that disclosure will, where appropriate to the role, include information against the Independent Safeguarding Authority barred lists for working with children or working with adults or both.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

In order to protect certain vulnerable groups within society, there are a number of posts that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants for such posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are "spent" under the provisions of the Act. If you are successful with this application, any failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies.

From 12 October 2009 under the terms of the Safeguarding Vulnerable Groups Act (2006), all positions involving regulated and certain controlled activity with children and vulnerable adults and which are carried out frequently, intensively or overnight will require an enhanced Criminal Records Bureau (CRB) check. Where appropriate to the role, the CRB disclosure will include information against the Independent Safeguarding Authority barred lists for working with children and/or vulnerable adults.

Are you currently bound over or have you ever been convicted of any offence by a Court in the United Kingdom or in any other country?

Please circle: YES NO

If YES, please include details of the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

Equality and Diversity

Equality Act 2010

The Equality Act 2010 protects disabled people – including those with long term health conditions, learning disabilities and hidden disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection process, including the interview, is fair and equitable.

Do you consider yourself to have a disability? YES or No

If YES, please provide details of the type of impairment that applies to you, and what reasonable adjustments you require for the selection process.

Commitments						
Do you have any Armed Service or public commitments (are you a JP or Councillor, etc?)					Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details						
Professional Details – membership or registration with professional bodies						
Name OF Professional Body	Level or Type of Membership	Registration Number	Date of Examination			
Employment History						
Current or most recent employment - please state if you are currently unemployed						
Name of Employer						
Full Address						
Postcode						
Telephone						
Job Title						
Responsibilities						
Current Salary			Benefits			
Is your current work	Full time <input type="checkbox"/> Part time <input type="checkbox"/>	If part time, how many days?		How many hours?		
Date started in post		Leaving date				
Notice required						
Reason for leaving						
Previous Employment – list in order, beginning with most recent						
Name of employer						
Address						
Postcode						
Job title						
Responsibilities						
Salary			Hours per week			
Date started in post		Leaving date				
Previous Employment – list in order, beginning with most recent						
Name of employer						
Address						
Postcode						
Job title						
Responsibilities						
Salary			Hours per week			
Date started in post		Leaving date				

Previous Employment					
Name of Employer		Location			
Job Title		Salary			
Date started in post		Leaving date			
Previous Employment					
Name of Employer		Location			
Job Title		Salary			
Date started in post		Leaving date			
Previous Employment					
Name of Employer		Location			
Job Title		Salary			
Date started in post		Leaving date			
Education, Training and Personal Development					
<i>Proof of qualifications will be requested before appointment</i>					
Secondary Education – CSE, GCSE, A Levels or equivalent					
From	To	Name & Location of Establishment	Subject and Level of Study	Grade	Date of Award
Further and Higher Education – Degree, Diploma, BTEC, City & Guilds, NVQ or equivalent					
From	To	Name and Location of Establishment	Subject and Level of Study	Grade	Date of Award
Please state any voluntary work undertaken					
From	To	Name of Organisation	Roles and Main Duties		

Other relevant training and / or short courses, personal development
Please state all qualifications gained and training completed since you finished your formal education (i.e. since school, college or university) Include all relevant internal and external training courses. Please continue on a separate sheet if necessary

Date	Training or Qualification	Where Achieved	Level or Grade

Current training and / or short courses – Please state all training you are currently undertaking

Date Started	Training or Qualification	Where Undertaking	Likely Finish Date

Criminal Convictions

Due to the nature of the post for which you are applying, under the terms of the *Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001*, you are not entitled to withhold information about convictions. Having a criminal conviction will not necessarily exclude you from employment.

Do you have any criminal convictions? Yes No

Are there any current criminal proceedings against you? Yes No

If you have answered 'yes', please give details

Your interests – please give us details of your hobbies and interests

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Supporting Information – Please tell us why you want the job

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References

All offers of employment will be subject to the receipt of three satisfactory references (ideally two from employers). One of these must be your current or most recent employer unless you have not held a position of paid employment.

If you cannot provide two employer references, please provide the name(s) of people who know you in a professional capacity (e.g. unpaid work or your most recent educational establishment). Personal references from friends or family are not acceptable.

We will only contact your referees after interview and with your permission.

Reference 1

Name			
Position			
Relationship to you			
Address			
Postcode			
Telephone		Mobile	
Email			
May we approach if you are called for an interview	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Reference 2

Name			
Position			
Relationship to you			
Address			
Postcode			
Telephone		Mobile	
Email			
May we approach if you are called for an interview	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Reference 3

Name			
Position			
Relationship to you			
Address			
Postcode			
Telephone		Mobile	
Email			
May we approach if you are called for an interview	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Your Health

Applicants who are offered a job will be asked to complete a health questionnaire which will be assessed by the Company's Occupational Health Adviser. Please state how many days you have been absent through illness or injury in the last 12 months:

Please give details (including duration) of any illnesses, during the last five years, that have been persisted for more than one week and of any ongoing treatment or disability (use a separate sheet if necessary).

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Important Information – Please read this statement before signing the form below

Appointment to the job will be subject to the following: successful interview, satisfactory references, health clearance, evidence of eligibility to work in the UK, Criminal Records Enhanced Disclosure and may involve completion of a Personality Profile.

In returning this application, you agree that the information provided in this form and other data provided by you during the application process will be held by React Support Services Ltd (in manual or electric form) and used by React Support Services Ltd for all purposes in connection with personnel and / or administrative matters including, without limitation, management planning. All information will be processed in accordance with the *Data Protection Act 1988*

Declaration

I confirm that all the information I have given in this application form is true and accurate to the best of my knowledge and has been completed in my own handwriting. I confirm I understand that React Support Services Ltd has the right to remove an offer of employment, or commence disciplinary action that might lead to dismissal after employment commences, if subsequently any of the information provided in this form or during the application process is found to be incorrect or incomplete.

Name			
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Signature		Date	
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Please use the space below for anything else you wish to say

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Thank you for your interest in working with React Support Services Ltd!

OFFICE USE ONLY					
Requested		Sent		Received	
Shortlisted Yes <input type="checkbox"/> No <input type="checkbox"/>			Interview Yes <input type="checkbox"/> No <input type="checkbox"/>		
Hold Yes <input type="checkbox"/> No <input type="checkbox"/>			Date		
Recruiting Manager					