



*Improving the quality of life of young people  
with complex needs*



# Application Form

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*Please contact us if you need the  
application form in an alternative  
format or if you need any  
adjustments for interview.*

Please answer all questions accurately and in full.

<b>Post Applied for:</b>			
<b>Personal Details</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>Address Line 3</b>			
<b>Town</b>		<b>Postcode:</b>	
<b>Home phone No.:</b>		<b>Mobile No.:</b>	
<b>Email address:</b>			
<b>Do any reasonable adjustments need to be made to accommodate you through the recruitment process?</b>			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Did a Bryn Melyn Care employee tell you about this vacancy?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>If yes, please give the employee Name:</b>	
<b>Do you currently or have you previously worked for Bryn Melyn Care?</b>		<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Do you have the right to work in the UK?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>What is your National Insurance number?</b>			
<b>Do you hold a full driving licence?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Do you have your own transport?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Please give details here of any driving convictions, cautions or endorsements:



Current Employer			
<b>Name:</b>			
<b>Address:</b>			
<b>Postcode</b>		<b>Phone No.</b>	
<b>Job Title:</b>			
<b>Start Date:</b>		<b>End date (leave blank if currently employed):</b>	
<b>Present Salary:</b>		<b>Notice Required</b>	

### Who have you worked for in the past?

Please list all employers since leaving full time education.

<b>Name:</b>			
<b>Address:</b>			
<b>Postcode</b>		<b>Phone No.</b>	
<b>Job Title:</b>			
<b>Start Date:</b>		<b>End date :</b>	
<b>Reason for leaving:</b>			

<b>Name:</b>			
<b>Address:</b>			
<b>Postcode</b>		<b>Phone No.</b>	
<b>Job Title:</b>			



<b>Start Date:</b>		<b>End date :</b>	
<b>Reason for leaving:</b>			

<b>Name:</b>			
<b>Address:</b>			
<b>Postcode</b>		<b>Phone No.</b>	
<b>Job Title:</b>			
<b>Start Date:</b>		<b>End date :</b>	
<b>Reason for leaving:</b>			

Please continue on a separate sheet if there is not enough space above. Please note that we may make contact with any of your previous employers to confirm details as part of our screening process once an offer has been made.

<b>Have you had any gaps in employment of more than one month since leaving school?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>If yes, please give details: (all gaps in employment of one month or more must be explained in full).</b>	

### Conduct

<b>Have you ever been subject to disciplinary action in the workplace or been dismissed for any reason other than redundancy?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>If yes, please give details below:</b>	





## Background checks

If we offer you a job, we will need to carry out background checks. Please provide accurate information below.

Please provide details of two referees. This should be someone at your current/most recent employment, and someone at your previous employment. If you have only one employment referee, the second may be a character referee. If you have no previous work experience, you may use an academic referee and your second should be a character referee. None of your referees must be related to you.

Referee			
<b>First Name:</b>		<b>Surname:</b>	
<b>Organisation</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>Address Line 3</b>			
<b>Town</b>		<b>Postcode:</b>	
<b>Phone No.:</b>		<b>Mobile No.:</b>	
<b>Email address:</b>			
<b>May we contact this referee at shortlisting stage?</b>			<input type="radio"/> Yes <input type="radio"/> No

Referee			
<b>First Name:</b>		<b>Surname:</b>	
<b>Organisation</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>Address Line 3</b>			
<b>Town</b>		<b>Postcode:</b>	
<b>Phone No.:</b>		<b>Mobile No.:</b>	
<b>Email address:</b>			
<b>May we contact this referee at shortlisting stage?</b>			<input type="radio"/> Yes <input type="radio"/> No



### **Criminal Convictions**

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 (Exceptions order 1975). Applicants are, therefore, NOT entitled to withhold information about convictions which for other purposes are considered 'spent' under the provisions of the Act. Please respond fully and honestly to the following question and note that a criminal conviction is not necessarily a bar to working with us.

Have you ever been cautioned or convicted by any court, be it criminal, civil or military, of any offence when either a juvenile or adult or do you have any allegations against you outstanding?	<input type="radio"/> Yes <input type="radio"/> No
If the answer is yes, please detail below the offense, the dates and the court which sentenced you and any other information you feel is relevant. Please continue on a separate sheet if necessary.	

### **Disqualification from Caring for Children Regulations 1991**

**Please tick where the statement is accurate:**

No child of whom I am parent has been made the subject of a care order.	<input type="checkbox"/>
No child has been prevented from living with me or removed from my care by a court order other than custody or residence order in favour of the child's other parent.	<input type="checkbox"/>
I have not carried on, been concerned in the management of, or had any financial interest in a private or voluntary children's home which has been refused registration or which has had its registration cancelled.	<input type="checkbox"/>
I have not been prohibited from being a private foster parent and have not been refused registration in respect of nurseries, day care or childminding.	<input type="checkbox"/>
I have not had a prohibition order issued by the National College for Teach and Leadership against me.	<input type="checkbox"/>
I have not been barred from taking part in the management of an independent school.	<input type="checkbox"/>
<b>If you are unable to tick any of the above, please give circumstances and dates as appropriate here:</b>	

**Declaration**

I have read the job description and other information issued relating to the vacancy and can comply with the fundamental requirements of this role. I confirm that all the information given above is correct and complete. Incorrect, incomplete or misleading information may result in my dismissal without notice or pay in lieu of notice. I agree to an Enhanced Disclosure being sought in the event of a successful application. I give permission for a Police Check to be carried out and understand that any spent convictions will be disclosed. I give my permission for the Company to check all details I have given above. I consent to all referees being contacted. I accept that any offer will be subject to receipt of satisfactory references by the Company, satisfactory DBS clearance, evidence of qualification, or identify and of work status.

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

Click or tap to enter a date.

**Print Name:**

*In the event of your submission of this application form by email, then your submission of the form will be accepted as your agreement to the above.*

**Data Protection**

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for 12 months and then destroyed. If you are a successful candidate, relevant information may be taken from this form and used as part of your personnel record. Disclosures will only be made for payroll and personnel administration purposes.

**When complete, please return the form by email to:**

[HRsupport@brynmelyncare.com](mailto:HRsupport@brynmelyncare.com)

**Or by post to:**

HR Department  
Bryn Melyn Care Ltd  
Edward James House  
Hadley Park East  
Telford TF1 6QJ

