



Confidential Staff Application

To be completed in Black Ink

Please return this form to the Recruitment Officer (unless directed otherwise)				
Application for the post of:		Full time		
Service/Department Name:		Location:		
How did you become aware of this vacancy? Please tick:				
Newspapers <input type="checkbox"/>	Publications <input type="checkbox"/>	TRU Ltd website <input type="checkbox"/>	Other website <input type="checkbox"/>	Other (i.e. Social Media etc.) <input type="checkbox"/>
If other, please specify:				
Title:		First Name:		Surname:
Other Names (in full):			Date of Birth	
Address (including postcode):				
Telephone number:		Mobile number:		
Email Address:		National Insurance number:		

EMPLOYMENT HISTORY					
Present position or last position					
Employer	From	To	Position	Salary	Reason for Leaving
Duties and achievements:					
Notice required by present employer:					
Employer	From	To	Position	Salary	Reason for Leaving
Duties and achievements:					

Particulars of previous appointments (please enter most recent first and include reasons for any gaps) if the role you are applying for involves working with vulnerable adults / children, you must detail your full employment history.

Employer	From	To	Position	Salary	Reason for Leaving

Education, training and qualifications (details of school / college / university)

Name and address of educational establishment	From	To	Qualifications	Grade	Date obtained

Further Training / Professional Registration / Professional membership:

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Have you ever been disqualified from the practice of a profession or required to practice it, subject to specified limitations, following a fitness to practice investigation by a regulatory body in the UK or another country? **YES / NO**

If you have answered 'YES', please provide details below.

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Driving

Please complete, a full driving license is a requirement of the job

Are you a car driver?		Are you a car owner?	
How long have you held a license?		Has your license been endorsed in the last 3 years?	
If Yes, please provide details:			

Please state why you have applied for this role and detail your capabilities, skills and experience in relation to the role. Please refer to the job description and person specification when completing this section. This section must be completed irrespective of whether you supply a curriculum vitae (c.v.)

<p>Part A - Criminal Record Declaration (Regulated Activity)</p> <p>The role you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by TRU Ltd. Any information given will be completely confidential.</p>	
<p>Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?</p> <p>Further information to assist you in answering this questions is available by going to the following link: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/338933/Filtering_guide_v2.3.pdf</p>	<p>YES / NO</p>
<p>Are there any alleged offences outstanding against you (in the UK or any other country) including a current police investigation and/or prosecution?</p>	<p>YES / NO</p>
<p>Are you currently subject to any investigation or proceedings by anybody, having regulatory functions, in relation to health/social care professionals, including such a regulatory body in another country?</p>	<p>YES / NO</p>
<p>Have you ever been banned from working with protected / vulnerable adults or children in accordance with DBS or PVG scheme?</p>	<p>YES / NO</p>
<p>Part B - Criminal Record Declaration (Non Regulated Activity)</p> <p>This role is 'not exempt' from the Rehabilitation of Offenders Act. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974.</p>	
<p>Do you have any 'unspent' convictions?</p> <p>Under the Rehabilitation of Offenders Act 1974, after a specific period of time has passed (which varies according to the sentence or disposal received), cautions and convictions are regarded as 'spent'. Once a caution or conviction becomes spent, an individual is treated as rehabilitated with regards to that offence, and they don't have to declare it for most purposes, for example when applying for employment or insurance.</p>	<p>YES / NO</p>

REFERENCES

Your referees should include your present or more recent employer. We may need to contact referees not noted below if you have worked in a similar role, but it was not your most present or recent employment. If you have never been employed or have been out of paid employment for some time, please give details of referees (other than a relative or cohabitee) who can comment on your abilities, experiences relevant to the role and your character. This should be from a recognised professional or be a person of good standing in the community. TRU Ltd reserves the right to take up references at any time during the recruitment process unless you specify otherwise.

1) Name:		2) Name:	
Address:		Address:	
Post code:		Post code:	
Telephone number:		Telephone number:	
Email address:		Email address:	
Position in company:		Position in company:	
Please state if the above is an employment or character reference (see above for requirements)		Please state if the above is an employment or character reference (see above for requirements)	

Working Time Regulations 1998

The Working Time Regulations were introduced on 1 October 1998 and working hours in the UK are now governed by Statute. TRU Ltd working practices and procedures are organised to comply with legal requirements. Employers are required to take 'all reasonable steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere and as such, all applicants are therefore asked to declare all other employment. Employment, which you intend to continue, if successfully appointed to the post applied for.

Please complete and sign either Section 1 or Section 2 below

Section 1 – No other employment

I confirm that I do **not** have any other employment

Signed:	Print Name:	Date:
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OTHER EMPLOYMENT

All other employment that I intend to continue, if successfully appointed is detailed below:

Job Title	Weekly Hours	Start Time	End Time

Please note: Weekly hours must specify total regularly worked (including overtime)

Signed:	Print Name:	Date:
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OTHER INFORMATION			
Do you have a personal relationship with anyone who works for TRU Ltd or with whom we provide services to?			YES / NO
<p><i>A personal relationship is defined as: a family relationship, a romantic / sexual relationship, a close personal friendship or acquaintance or a business / commercial / financial.</i></p> <p>(This list is not exhaustive and anyone who considers that they are or maybe in a personal relationship should declare it). Please provide details below of whom you have the personal relationship with.</p>			
Name:		Service:	Relationship:
If offered the position I am prepared to have a medical assessment if required, relevant to the role.			YES / NO
Have you been the subject of a disciplinary investigation within the past 18 months? If yes, please provide details below			YES / NO
I have valid documentation to show I am eligible to work in the UK and can present this to TRU Ltd on request.			YES / NO
Type of Documentation:		Expiry Date:	
Would you like to be considered under The Disability Two Ticks scheme? Further information to assist you in answering this questions is available by going to the following link: https://www.gov.uk/looking-for-work-if-disabled			YES / NO
<p>Data Protection Declaration</p> <p>I have checked the details on this form are correct. I confirm I have the permission of the referees I have provided on this form to pass their personal details to you. I understand and agree to TRU Ltd using this and other data to create and maintain records on me and for statistical purposes in accordance with the Data Protection Act 1998. I agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter. Should I be employed I agree that this information will be kept for the duration of my employment and for a period of time following this.</p>			
Please note, any falsification could give cause for a conditional offer of employment / work to be withdrawn or in circumstances where an appointment has been made, for disciplinary action to be invoked, which may lead to dismissal.			
Signature:		Date:	

Thank you for completing this application form, please ensure that you check the details on the recruitment advert and return your form to the appropriate email/address

NOTES SECTION – to be completed by TRU Ltd only

Recruiting Managers – Please use this section to note any questions you have about the application form which need to be discussed with the candidate. Answers given should also be noted below.