

Application for Employment



Please ensure you complete all sections of this form. CVs will not be accepted.

Post applied for	Job Ref Number	How did you hear about this role?

Personal Details

Title:	Last Name:
First Name:	Known As:
Any Former Names	
Address:	Telephone Number(s):
	Email:
	How would you like us to contact you about your application?
Postcode:	

Working in the UK

Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
National Insurance Number:	Date of Birth:	
DBS Registration Number (if held):		

Additional Information

Do you consider yourself to have a disability? Yes ☐ No ☐

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

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Please tell us if there are any dates when you will not be available for interview.

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Employment History

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment; detailing which office you may have received benefits from, and if you have been self-employed, you will need to provide proof.

If you are short-listed, we will obtain references, which may cover a full three-year history and may include time spent in education.

Current/Last Employer	
Employer's Name:	
Address: Postcode:	Telephone Number:
	Email:
Job Title:	Salary:
Date From:	Leaving Date or Notice Period:
Reason for Leaving:	
Brief Description of Responsibilities:	
Previous Employment	
Employer's Name:	
Address:	Post Held:
	From: To:
	Salary:
Reason for Leaving:	

Employer's Name:	
Address:	Post Held:
	From: To:
	Salary:
Reason for Leaving:	

Employer's Name:	
Address:	Post Held:
	From: To:
	Salary:
Reason for Leaving:	

Please provide details of any gaps in employment history (including dates):	
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Referees

Please give details of two referees. One of these should be your line manager with your present and/or last employer. Please see Guidance Notes on pages 8 and 9 for more information.

Referee 1	
Name:	
Address:	Post Held:
	Email Address:
	Telephone Number:

Referee 2	
Name:	
Address:	Post Held:
	Email Address:
	Telephone Number:

Previously employed by Empanda

If you have previously been employed by Empanda, please complete this section.

Post Held:	From: To:
Location:	Line Manager:
Reason for Leaving:	

Qualifications and Training

Secondary Education	
Name of School/College:	
Address:	Postcode:
	From: To:
Qualifications and Grades Obtained:	

Please give details of any qualifications or training you have received which support your application, including any on-the-job training, as well as formal courses.

Name of College/University/Training Provider:	
Address:	Postcode:
	From: To:
Qualifications and Grades Obtained:	

Professional Qualifications/Registrations

Please provide details of any professional qualifications and membership of professional institutes that you hold:

Name of Professional Body:
Membership Grade and Number:
Data Obtained:
Name of Professional Body:
Membership Grade and Number:
Data Obtained:

Supporting Statement and Achievements

Please use this space to tell us how you meet each of the points on the person specification. You will find it useful to refer to the Guidance Notes on pages 8 and 9 to help you complete this part of the form. We need to have this information in order to consider your application.

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Declaration of Offences



Before completing this form, please read the following notes carefully.

Rehabilitation of Offenders Act 1974

This post is exempt from the above Act as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare on this form all offences, convictions, cautions, bind overs or any court cases you may have pending. Convictions will not necessarily be a bar to employment with Empanda.

As this post involves working with, or has access to children and vulnerable adults and/or their records, we will require an enhanced Disclosure from the Disclosure and Barring Service for the successful candidate.

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified from working with children or vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any unspent criminal convictions or cautions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you fail to disclose any criminal convictions or cautions, including those spent, it could result in the withdrawal of the job offer, dismissal or disciplinary action by Empanda and/or the DBS.

If you do not have any, please write 'None'.			
Date of Offence	Place and Date of Judgement	Details of Offence	Sentence

Possession of a conviction or caution will not necessarily mean that you won't be appointed. Each case is considered on its merits. All information given will be treated in strictest confidence.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may, after appointment, lead to disciplinary action, which could lead to my dismissal without notice.

Name (please print):	
Signed:	Date:

Guidance Notes for Applicants



How to complete your Application

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

Selection Criteria

Selection criteria are the skills, abilities, knowledge and in some cases qualifications necessary to do the job. These are shown in the personal specification and are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited to interview. The person specification should help you to match your skills, abilities and knowledge against the selection criteria.

Working in the UK

Under the Asylum and Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status, please contact the Home Office.

Current or most recent Employment

We need you to provide us with your complete employment history. Any gaps in your employment history of more than one month should be explained – for example, carer and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent in education. In addition to the standard reference questions, the employer will be asked about disciplinary offences relating to children and/or vulnerable adults, including 'spent' convictions and where the applicant has been subject to any child protection concerns, the full details of these investigations will be required.

If you have been self-employed during the last three years, we may need to see your Tax Return for that period, if you are successful.

If you have been claiming benefits during the last three years, we may contact the Benefits Office to verify this if you are successful.

References will be taken up for shortlisted candidates.

Qualifications and Training

Please give details of your education, qualifications and training, starting with secondary school. Include details of relevant 'on the job' training gained through previous employment.

If you have listed a professional qualification, we may request that you provide us with the relevant original certificates/registration documents.

Supporting Statement and Achievements

This is your opportunity to tell us how you meet the criteria in the personal specification. Take each section and tell us about your skills, experience, knowledge and achievements.

Please give examples of what you have done which prove your ability. If the personal specification says 'able to organise activities', you must do more than say, "I am an organised person." Give a full example by describing something that you have done which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work, or from your hobbies/interests if you do not have formal experience.

Declaration of Criminal Offences

Please read this carefully before completion.

The Disclosure and Barring Service (DBS) provides wider access to criminal record information through its disclosure service. The service enables organisations in the public, private and voluntary sectors, to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially work involving children and vulnerable adults.

Monitoring

Empanda has an Equality and Diversity Policy that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

Questions

If you have any questions about filling in the form, or about the application process, please contact us on 01603 552102 – Option 3.

Checklist



Before you submit your application, please ensure that you have:

Please tick

Read the job description and personal specification so that you know exactly what the job entails as well as the skills, knowledge and abilities required to do the job.

☐

Read through the application form to ensure that you have filled out all the parts we have asked for.

☐

Given clear, step by step examples of your skills, experience and abilities.

☐

Attached additional information if you have run out of space.

☐

Kept a copy of your completed application form, job description and person specification.

☐

Made sure that your application form is signed, dated and sent to us by the closing date.

☐

Please note: If you are sending your application in the post, please ensure that you attach the right amount of postage.

What happens next?

Your completed application form will be used to decide whether or not you are invited for an interview. You will hear from us shortly after the closing date if your application is shortlisted.

Please send your completed application form to:

Paula Armenis
Head of Business Services
Empanda Care & Support Ltd CIC
Saracens House
25 St Margaret's Green
Ipswich
Suffolk
IP4 2BN