



A Residential Special School for Pupils with Severe & Complex Learning Needs
 Sunfield, Clent Grove, Clent, Stourbridge, Worcestershire, DY9 9PB
 Recruitment Tel: 01562 881324 Fax: 01562 881349, e.mail: personnelmb@sunfield.org.uk

APPLICATION FOR EMPLOYMENT- STRICTLY CONFIDENTIAL

VACANCY YOU WISH TO APPLY FOR

Please complete form in **black ink** using capitals. Answer all questions completely and accurately, and sign declaration on page 4. Return completed form to Personnel Department.

PERSONAL DETAILS

SURNAME FORENAMES
 Mr/Mrs/Miss/Ms/other (delete as applicable) (In full)
 National Insurance No.
 ADDRESS
 Post code
 Home telephone no. Mobile no.
 Business/other telephone no..... Any other surname used
 Email address Date of Birth

EDUCATION, QUALIFICATIONS AND TRAINING

Beginning with the most recent, please give details of education, qualifications obtained, and training undertaken to date. Include professional qualifications. If possible, attach copies of certificates. Indicate under "details" the establishments you attended. Proof of professional qualifications/status will be required before an appointment is made.

DETAILS	DATES FROM/TO	QUALIFICATIONS GAINED
.....
.....
.....
.....
.....
.....
.....
.....

(Continue on a separate sheet if necessary)

OTHER RELEVANT TRAINING COURSES COMPLETED

Year	Organising Body and Title	Brief description of course content	Certified? Yes/No
.....
.....
.....
.....
.....
.....
.....
.....

EMPLOYMENT HISTORY

Details of ALL employment history must be given. Include, where applicable, service in HM Forces, temporary work with employment agencies, periods of self-employment, periods of unemployment. Account for any gaps in employment history. Dates of employment must include month and year. Start with present or most recent employer.

PRESENT OR MOST RECENT EMPLOYER

Name & Full Postal Address of Organisation Job Title

..... Date started Date ended
(if applicable)

..... Current salary Notice period

..... Main duties.....

.....

..... Reason for leaving.....

Name of your Manager Permanent / temporary / fixed term contract / secondment / via agency
(Please delete those which do not apply.)

PREVIOUS EMPLOYER

Name & Address Job Title

..... Date started Date ended

..... Reason for leaving & final salary

..... Brief outline of duties

PREVIOUS EMPLOYER

Name & Address Job Title

..... Date started Date ended

..... Reason for leaving & final salary

..... Brief outline of duties

PREVIOUS EMPLOYER

Name & Address Job Title

..... Date started Date ended

..... Reason for leaving & final salary

..... Brief outline of duties

PREVIOUS EMPLOYER

Name & Address Job Title

..... Date started Date ended

..... Reason for leaving & final salary

..... Brief outline of duties

(Please continue employment history on a separate sheet if necessary.)

ADDITIONAL INFORMATION

On a separate sheet (one side A4), please explain briefly how your skills, abilities, experience and achievements to date (e.g. leisure, project, freelance or voluntary work) would contribute to the position applied for. Relate this to the duties outlined in the Job Description. You may enclose an up to date CV if it contains relevant additional information, but do not submit a CV instead of the Application, which must be completed in full.

INTERESTS, HOBBIES AND ACTIVITIES

Give details of your main interests, hobbies and activities which occupy your time outside work.
(Continue on a separate sheet if necessary.)

DRIVING

Do you have a vehicle or other means of transport to use to travel to and from work? **YES/NO**
Do you have a current driving licence? **FULL/PROVISIONAL/LGV/PSV/NONE**
(Delete as appropriate)

Number of years licence held Expiry date

Have you been convicted of any driving offences? **YES/NO**

If yes, give details including offence codes, dates, points awarded

HEALTH/MEDICAL

Are you in good general health? **YES/NO**

Do you have a medical condition/disability which may affect your application, or your ability to undertake the duties of the position(s) applied for? **YES/NO**

(If yes, please give details of your condition/disability on a separate sheet and outline (a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application; and (b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.)

(The Disability Discrimination Act 1995 defines "disability" as "a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out day-to-day activities".)

Are you willing to give your consent to Sunfield requesting a medical report from your GP or other qualified medical practitioner, at any time either before or during your employment (at Sunfield's expense)? **YES/NO**

(Any requests for medical information from your GP or other qualified medical practitioner are subject to the Access to Medical Reports Act 1988 which requires the organisation to obtain your written consent to request such information.)

Have you ever suffered from any illness or medical condition lasting for more than 12 months and/or are you currently suffering from any illness or medical condition that is likely to last for 12 months or more? **YES/NO**

(If yes, give details of medication or aids prescribed.)

Have you ever suffered from any work related illness or injury? **YES/NO**
(e.g. back injury, repetitive strain injury, stress etc. If yes, give dates and treatment.)

Give details of any serious illnesses, injuries, operations or hospitalisation of more than 2 weeks duration in the last 2 years:

Give details of the number of days sickness which has necessitated time off work in the last 2 years, with reasons:

GENERAL

If offered a position with Sunfield, would you continue to work in any other capacity? **YES/NO**
(If yes, give details of other employment including the number of hours worked per week.)

Do you have any family, friends or acquaintances who work at Sunfield? **YES/NO**
(If yes, give name and relationship to you.)

Have you previously applied for employment at Sunfield? **YES/NO**
(If yes, give details.)

REFEREES

Please provide details of two people (not related to you) who may be approached for a reference. Your first referee **must** be a manager at your present or most recent employer, school or college, if you have not been in employment. Preferably, your second referee should also be a past employer.

REFERENCE ONE: May we ask for reference before interview YES/NO			REFERENCE TWO: May we ask for reference before interview YES/NO		
Full Name & Position:			Full Name & Position:		
Company/ Organisation:			Company/ Organisation:		
Full Address:			Full Address:		
Post Code			Post Code		
Tel No:	Day	Night	Tel No:	Day	Night

DOCUMENTATION

If you are successful at interview, you will be required to produce one of the following before your employment with Sunfield can commence; a passport confirming that you are a British citizen or a European Economic Area national or a Commonwealth citizen passport with the right of abode or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland or a letter from the Home Office confirming that you are allowed to work or other documentary proof as appropriate.

I confirm I am able to produce one of the above documents:

If you are unable to sign above, please give details:

THE REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order 1975)

In compliance with the Rehabilitation of Offenders Act (1974) applicants for positions working with **SUBSTANTIAL UNSUPERVISED ACCESS, ON A SUSTAINED OR REGULAR BASIS** to children or young persons must declare **ALL** convictions or cautions, be they spent or unspent. **A CRIMINAL RECORD WILL NOT NECESSARILY BE A BAR TO OBTAINING A POSITION.** This information will only be used to assess your suitability for the job so far as it is relevant. You will be considered on merit and ability and not discriminated against unfairly. A copy of Sunfield's policy on the use of disclosure information is available on request or on our website www.sunfield.org.uk Details on **ANY** convictions and cautions or pending court cases should be attached to this application (in a sealed envelope if preferred). This information will be treated in the strictest confidence and used only on a need to know basis.

Those who have no convictions or pending court cases should state here in their own handwriting.

'I have no convictions and/or cautions and/or pending court cases'

All applicants who are offered employment will be subject to a criminal records check from the Criminal Records Bureau before the appointment is confirmed. Sunfield is registered with the CRB and bound by their Code of Practice (copy available on request or on their website www.crb.gov.uk) This check will disclose any details and dates of all spent and unspent convictions, cautions, reprimands and final warnings, and any pending cases.

FAILURE TO DISCLOSE SUCH DETAILS WILL NORMALLY RESULT IN AN OFFER BEING WITHDRAWN.

DECLARATION:

I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

Applicant's
Signature:

Date:



SUNFIELD CHILDREN'S HOMES LIMITED EQUAL OPPORTUNITIES MONITORING FORM

Sunfield Children's Homes Ltd. is committed to equality of opportunity in all areas of recruitment, selection and employment of staff.

It is the aim of Sunfield to ensure that job applicants, employees and any others (e.g. resident children, visitors) will not be treated less favourably on the grounds of race, colour, ethnic origin, nationality, religion, disability, gender, sexual orientation, marital status or age; and that they will not be disadvantaged by conditions or requirements which cannot be shown to be relevant or fair.

The information provided on this form is not used in the recruitment and selection process. All applicants are judged only on their experience, qualifications and abilities to do the job for which they are applying. To check on the effectiveness of our Equal Opportunities Policy we record the gender, ethnic origin, marital status and any disability of job applicants. To enable us to do this, we would appreciate your cooperation in supplying the details about yourself which are requested below.

The information you provide will be kept securely and separately from your application for employment. It will not be available to those involved in the selection process and will be retained for monitoring purposes only. If you do not wish to complete this questionnaire, your application will not be affected in any way.

Name:..... Date of Birth:.....

Position applying for :.....

Please tick boxes as appropriate.

1. **Gender** Male Female

2. **Marital Status**
 Single Married Divorced
 Separated Live with Partner Widowed

3. **Ethnic Origin – do you consider yourself to be**
(The term "ethnic origin" is not about nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any groups indicated).

(a) White British
 Irish
 Other – please specify.....

(b) Asian or Asian British
 Indian
 Pakistani
 Bangladeshi
 Other – please specify.....

(c) Black or Black British
 Caribbean
 African
 Other – please specify.....

Equal Op's Monitoring Form /cont.....

- (d) Mixed White/black Caribbean
 White/black African
 Other – please specify.....
- (e) Other ethnic groups
 Chinese
 Other – please specify.....

4 Do you have a disability?

(The Disability Discrimination Act 1995 defines "disability" as "a physical or mental impairment which has a substantial and long term adverse effect on you ability to carry out day to day activities.")

- Yes No

If "yes" please give details.....

5 Do you have any dependents?

(The Employments Right Act 1996 S.57 as amended by the Employment Relations Act 1999 defines a dependant as a husband, wife, child or parent. It also includes someone who lives in the same household e.g. partner, elderly aunt or grandparents.)

- Yes No

If "yes" are they:

- A child or children
 An elderly person or persons
 Other – please give details.....

6 Please give the age group currently applicable to you

- | | |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> 18 - 24 | <input type="checkbox"/> 25 - 29 |
| <input type="checkbox"/> 30 - 34 | <input type="checkbox"/> 35 - 39 |
| <input type="checkbox"/> 40 - 44 | <input type="checkbox"/> 45 - 49 |
| <input type="checkbox"/> 50 - 54 | <input type="checkbox"/> 55 - 59 |
| <input type="checkbox"/> 60 - 64 | <input type="checkbox"/> 65 and over |

7 How did you learn about this vacancy?

- Internal advertisement on notice boards/newsletter/intranet
 Our Website
 Local Newspaper
 Professional journal/trade publication
 Job Centre
 Agency
 Other – please give details.....

Thank you for completing this information.

Please return this form to:-

Human Resources Department
Sunfield Children's Home Ltd
Clent
Stourbridge DY9 9PB