Giving them a chance
for a brighter future

Application for Employment

Please note:

- Certain posts are exempt from the Sex Discrimination Act 1975 Section 7(2) (E)
- In cases of posts involving access to children, in accordance with Home Office Joint Circular 86/44, checks will be made against police records in respect of criminal convictions of applicants selected for appointment

You may complete this form using a computer, typewriter or in your own handwriting in black ink.

All information supplied on this application is treated as Strictly Confidential

Post applied for	
Location (Town)	

Personal Details

First Name(s)		Surname	
Date of Birth		Previous Surname	
Title	Mr/Mrs/Miss/Ms/other	Age	
Permanent Address			
		Post Code	
Telephone (Home)		(Work)	
Mobile Number		May we contact you at work?	Yes / No
Email Address			

Asylum and Immigration Act 1996

National Insurance Number	

If a job offer is made, you will be asked to provide evidence of your entitlement to live and work in the United Kingdom

Do you hold a current full British Driving Licence?	Yes/No	Is this licence free of points or convictions?	Yes/No

Emergency contact (Name)		Relationship	
Telephone Number (Include STD Code)			

How did you hear about this vacancy?

INVESTORS IN PEOPLE

The Millers Homes for Children
Independent Childcare Providers

Education & Qualifications

From	To	Secondary Education (Name of schools or college)	School Subject	Grade

Documentary evidence of qualifications will be required if you are offered a post

To identify individual sheets, please enter your name below

Your name	

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Leisure Activities & interests

Please use a continuation sheet if required.

Disability & Sickness

How many days sick have you taken within the last twelve months?	
Have you ever suffered from a serious illness, injury or disability?	Yes / No
Do you have a medical condition that may affect work availability?	Yes / No
Do you consider yourself to have a current disability?	Yes / No
Would you be willing to attend a medical examination if required?	Yes / No

If you have answered “Yes” to any of the above, please give a brief detail below.

To identify individual sheets, please enter your name below

Your name	

Current or Last Employment

Name of employer		Position Held	
Address		Date of Starting	
		Date of Leaving	
		Notice Required	
		Reason for Leaving	
Nature of Business			
Basic Salary			

Description of Duties

Please use a continuation sheet if required

To identify individual sheets, please enter your name below

Your name	

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Independent Childcare Providers

Previous Employment

Please detail all previous appointments starting with the most recent. Exact dates must be given. Use a continuation sheet if required.

Name & Address of Employer	Post Held	Reason for Leaving	Salary	Date started	Date of leaving

Gaps in Employment

Please provide a full explanation for any gaps in your employment history. The Millers 'Homes for Children' Ltd reserves the right to verify any information that you have given us.

From	To	Reason

To identify individual sheets, please enter your name below

Your name	

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Personal Statement

Please use this space to indicate why you have applied for this particular post. Include a statement of why you consider that you will be a suitable candidate and which skills or life and career experiences will be most beneficial to you if you are successfully appointed to this post. Use a continuation sheet if required.

To identify individual sheets, please enter your name below

Your name	

References

Please give the names and addresses of your current or most recent employer, plus one further employment and a personal referee. If you do not wish your employers to be approached until after you have accepted and offer of employment, please indicate below as appropriate. We will respect your wishes but no offer of employment is binding and final until all references are received and approved. All reference information needs to be completed in full.

Current or most recent employment

		May we contact them prior to offer?	Yes / No
Contact Name		Position in organisation	
Organisation Name		Relationship to your role e.g. Line Manager	
Address			
Telephone		Fax	
Email (If known)			

Previous employment reference

		May we contact them prior to offer?	Yes / No
Contact Name		Position in organisation	
Organisation Name		Relationship to your role e.g. Line Manager	
Address			
Telephone		Fax	
Email (If known)			

Personal reference

		May we contact them prior to offer?	Yes / No
Contact Name		Position in organisation	
Organisation Name		Relationship to your role e.g. Line Manager	
Address			
Telephone		Fax	
Email (If Known)			

Have you ever been through either formal or informal disciplinary action?		Yes / No
If you have answered yes to the above question, please give detail below.		
Date	Organisation	Details

To identify individual sheets, please enter your name below

Your name	

Equal Opportunity Monitoring

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

I would describe my ethnic group and sex as:- (please tick one box)

A White – British

- ☐ English
- ☐ Scottish
- ☐ Welsh
- ☐ Irish
- ☐ Other, please specify ……..
- ☐ Any other White background, please specify …….

B Mixed

- ☐ White and Black Caribbean
- ☐ White and Asian
- ☐ Any other Mixed background, please specify ……

C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background, please specify ……

D Black, Black British, Black English, Black Scottish or Black Welsh

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background, please specify ……..

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other Ethnic Group

- ☐ Chinese
- ☐ Any other background, please specify ……..

F Sex

- ☐ Male
- ☐ Female

Name: …….. Signed:……..

Date: …… Job Title ……

Are you related to any past or present employee(s) of The Millers Homes for Children Ltd?	Yes / No

If Yes, please give the following details:

Name of first person you are related to	
How are you related to this person?	

Name of second person you are related to	
How are you related to this person?	

Name of third person you are related to	
How are you related to this person?	

The Rehabilitation of Offenders Act 1974 (and Associate Orders)

These posts are exempt from the provisions of this act of parliament and its associate orders, due to the nature of our work. Therefore applicants are not entitled to withhold details of any criminal convictions which, in other circumstances, may be considered to be 'spent'. Failure to disclose previous convictions will lead to disciplinary action, which in turn may lead to the termination of any employment contract. Checks will be made with the Criminal Records Bureau in all cases, which involve an offer of employment as all posts with this organisation request considerable contact with children. This information, in accordance with Home Office joint circular 86144 will remain confidential and used only in conjunction with the registration standards requirements of The Children Act 1989 and in respect of this application for employment.

Do you have any current convictions or police cautions?	Yes / No
Do you have any 'spent' convictions or police cautions?	Yes / No

If you have answered 'Yes' to either of the above questions, please give full details below.

Date	Offence	Police Force

Declaration

Please read carefully and sign below. If you are submitting this application by email, you will be required to sign the form if selected to attend for interview.

I declare that all of the information that I have provided in this application for employment is true and accurate to the very best of my knowledge and belief. I hereby authorise that The Millers 'Homes for Children' Ltd may make relevant enquiries in respect of the information provided by me on this form.

I acknowledge that false information provided by me in respect of this application will result in disciplinary action, which may lead to the termination of any contract of employment or the withdrawal of any offer of employment. I also understand that this post will require the checking of police records in respect of my application and I agree to these checks.

Signature		Date	

Please ensure you have completed ALL sections of this application form. You will not be considered for interview if you fail to complete any section.

Please return the form to:

The Millers Homes for Children Ltd
39 Elmer Road
Middleton on Sea
Bognor Regis
PO22 6DZ

The Millers Homes for Children
Independent Childcare Providers

Continuation sheet

Please indicate clearly which sections refers to your continuation

To identify individual sheets, please enter your name below

Your name	

The Millers Homes for Children

Independent Childcare Providers