



# Employment Application Form

## PBT Safer Care Ltd. Believes in and is continually working towards Equal Opportunities.

Please answer the questions in this form as fully as possible. Applications are welcome from all people with relevant potential skills, abilities and attitude to carry out their role.

PBT Safer Care Ltd recruits and selects on suitability and each case will be assessed upon its own merits.

The information given on the Equal Opportunities monitoring form, which contains personal and monitoring information, will be separated from the main Application form and will not form part of the selection process. All information will be held in strictest confidence.

Should your application be successful you will be required to undergo an Enhanced Disclosure Barring check, and to provide certain documentary evidence before starting work (i.e. passport, driving license, educational qualifications, eligibility to work in the UK, etc.)

**If you wish to provide any additional information please continue on a separate sheet. This sheet should include your name, vacancy name and the section to which the information is related to.**

Vacancy

Date Submitted

### 1. Personal Details

Title: MR/MRS/MISS/MS/Other

Forename(s):

Surname:

Known as:

Address:

Post Code:

Contact Details: (Please tick preferred contact detail)

Email address:

Telephone:

Mobile:

Home:

Work:

Date of Birth:

Age:

The majority of our posts are required by law to be filled by those of a certain minimum age. You are only required to provide this information for community based and lone working roles for which you must be 18 years of age. If unsure, please contact our offices for clarification.

### 2. General

In the last 5 years have you lived or worked anywhere outside the UK for more than 3 consecutive months? Yes  No

Do you hold a clean, current driving license? Yes  No

Do you have your own transport? Yes  No

Are there any adjustments that may be required to be made should you be invited for interview?

If so, please state here:

Please indicate two people who can provide references. Your main reference has to be from your present or most recent employer. Character references will only be accepted if provided by persons of a professional standing (refer to guidance notes)

#### Current/Most Recent Employer Reference

Name:

Occupation:

Company:

Address:

Post Code:

Tel No:

Fax No:

Email:

#### Current/Most Recent Employer Reference

Name:

Occupation:

Company:

Address:

Post Code:

Tel No:

Fax No:

Email:

## PERSONAL INFORMATION CONTINUED (Confidential)

### 3. Employment History

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer

Employer (Name & Full Address)	Jobs Held / Key Achievements	Reasons for Leaving	Dates Employed From To	

# PERSONAL INFORMATION CONTINUED (Confidential)

## 4. Educational and Professional Qualifications

### Secondary Education

Schools / Colleges attended	Examinations taken and Grades achieved

### Further Education

Establishments attended	Course title and results including class of degree

### Details of relevant professional training, learning and personal development

Courses / Training attended	Year achieved / completed

## 5. Additional Information

Are there any restrictions to your residency in the UK which might affect your right to take up employment in the UK? Yes  No

If yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes  No

Are you looking for full-time or part-time employment? Full-time  Part-time

If the nature of the job applied for demands are you willing to work shifts, including evenings, weekends and unsociable hours? Yes  No

If no, please explain:

## PERSONAL INFORMATION CONTINUED (Confidential)

### 6. Rehabilitation of Offenders Act

Please give details of any criminal convictions, outstanding proceedings or prosecution. Details of 'spent' convictions must be declared given the nature of employment sought with PBT Safer Care Ltd and the relating exemption from the provision of Section (42) of the Rehabilitation of Offenders Act 1974.

Date	Nature of Offence and Sentence
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**Failure of disclosure or any false statement could disqualify your application, or in the event of employment, render you liable to summary dismissal.**

### 7. Enhanced Criminal Disclosure

If you succeed in your application PBT Safer Care Ltd will make a provisional offer of employment. This will be subject to the receipt of two satisfactory references and a satisfactory Enhanced DBS Certificate from the Disclosure and Barring Service - GOV.UK. The costs associated with an Enhanced Criminal Disclosure application have to be carried by the applicant.

By signing this application form we will be assuming that you are in agreement with the above arrangement.

### 8. Data Protection Statement

The information that you give us and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. We may disclose your information to carefully selected third parties, such as policy makers, regulators and contractors. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us via your pay advice or any other relevant information. We may also use this information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected with third parties (i.e. employers) or with other information held by us. We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

### 9. Declaration

Please tick the relevant boxes for confirmation and sign/date below:

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in summary dismissal.

Confirmed

I declare that I have not omitted to disclose information relevant to this application.

I confirm my agreement with PBT Safer Care Ltd's arrangements in relation to the processing of Disclosure and Barring applications.

I confirm my agreement with PBT Safer Care Ltd's practices in relation to the processing and handling of personal sensitive information contained within this application.

Signature

Date

Please return your completed application form to:

**Human Resources Department  
PBT Safer Care Ltd  
67 East Road  
Longsight  
Manchester  
M12 5QY**

**For any questions or queries relating to your application please contact our HR team on 0161 9157788 or email: [pbtsafecare@gmail.com](mailto:pbtsafecare@gmail.com)**

# Competency Application Form

## RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

The information given will form part of the selection criteria. It is in the applicants interest to answer this section as comprehensively as possible.

Please describe your experience, skills and responsibilities which are most relevant to the post. You may use examples from or make reference to other areas, such as voluntary work, being a parent, or caring for a relative as well as paid employment.

Please provide an example when you have provided excellent service to a customer, stakeholder or colleague.

Please provide an example where you were responsible for a specific task and achieved a successful outcome.

Please continue on a separate sheet if necessary, giving your name, vacancy name and section to which the information relates.

## COMPETENCY APPLICATION FORM (Continued)

### RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please provide an example when you have had to use problem solving and decision making skills.

Please provide an example when you have worked effectively on your own initiative

Please provide an example when you have worked effectively in a team, explaining the role you held and how you showed consideration to others

Please continue on a separate sheet if necessary, giving your name, vacancy name and section to which the information relates.

#### **PBT Safer Care Ltd believes their employees should demonstrate the following strengths:**

<b>Accountable</b>	- Our employees want to be treated as independent individuals who are prepared to take responsibility.
<b>Person Centred</b>	- Our staff are in tune with the needs, wants and preferences of the individuals they work with and follow best practice guidelines. They go the 'extra mile'.
<b>Committed</b>	- Our employees want to continuously improve the way we deliver our services and are committed to lifelong learning and their professional development.
<b>Proactive</b>	- Our employees are eager to understand how their own contributions fit with what the company is doing, and they seek out the knowledge required to achieve that level of understanding.