



A part of LDN Living
Your Learning Disability Network for London

Application Form

Please complete this form and return to recruitment@wspld.org. Your application must be typewritten. Forms that are not legible may not be accepted.

You must complete ALL sections in full.

1 - Your Personal Details

Title Ms Miss Mrs Mr Other

First name

Surname

Address

Postcode:

Mobile phone number

Home phone number

Personal Email address

We will use this as your default method of correspondence

Where did you hear about this vacancy?
Give their name if they work for us

2 - Person Specification

You must provide evidence to show how you meet all the selection criteria for the job. Please present it in the same numbered format and order as on the application form. It is not sufficient to state that you meet each criterion – you must give evidence that shows how you meet them. Examples could come from employment, education, voluntary work or the home. Applicants who best demonstrate how they meet the criteria will be selected for interview.

3 - Most recent work experience

Please give the details of your current or most recent work – if appropriate this could be voluntary work or work experience

Name of the organisation

Address

Job title

Start date

Month

Year

End date

(leave blank if still there)

Month

Year

Salary

Notice required

Reason for leaving

Duties

4 - Previous work experience

Please give your full employment history. Include any previous work with the Westminster Society and any relevant voluntary work or work experience. List additional experience in a separate email.

Employer	Dates employed		Position(s) held	Reason for leaving
	From	To		

5 - Gaps in employment

List any gaps in your employment.

From	To	Reason for employment gap
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6 - Education and training

Give details of your education and training relevant to the role of support worker.

From	To	Name of school/ college/ university/ training provider	Course and any qualifications gained
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7 - Criminal convictions

Support Worker posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975. A criminal conviction will not necessarily debar you from employment with KCA – we will undertake a risk assessment related to your conviction(s) and the post offered.

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?	Yes	No
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If “Yes” please give details below:

8 - Other information

Please mark in the box if you would you like us to consider reasonable adjustments for interview as a result of a disability, impairment or health condition.

What would you like us to consider?

On what basis do you have the right to work in the UK? Please mark one

a) UK / Irish citizen

b) Work permit/ visa / EEA citizen with right to work

Please detail below

c) Other

Please detail below

Have you ever been subject of an investigation or formal action at work (e.g. capability or disciplinary)?

Yes

No

If "Yes" please give details below:

Have you ever been the subject of an investigation or formal action by a regulatory authority (e.g. Local Authority, professional standards body, CQC) including, but not limited to safeguarding?

Yes

No

If "Yes" please give details below:

9 - Referees

Any offer of employment is subject to a minimum of 2 satisfactory references. References from relatives or friends are not acceptable.

You must provide referee details for:

- Your current or most recent employment
- Previous employers to cover the last 3 years
- Employers more than 3 years ago if you worked in adult social care
- A character referee who has known you for at least 3 years if you cannot provide employment references that cover ALL of the last 3 years.

Reference 1

Organisation

Address

Role you did

Dates you were there

Referee's job title

Phone number

Professional Email address

Reference 2

Organisation

Address

Role you did

Dates you were there

Referee's job title

Phone number

Professional Email address

Reference 3

Organisation

Address

Role you did

Dates you were there

Referee's job title

Phone number

Professional Email address

Detail any additional referees in a separate email.

10 - Commitments

Please detail any commitments you would want us to honour – e.g. days you cannot or prefer not to work (please give reasons), courses you attend.

KCA may agree to honour commitments you have outlined here; any agreement would be detailed in your offer of employment. KCA reserves the right to subsequently review this in consultation with you if necessary for the provision of our services.

11 - What happens next?

Please complete this form and return to recruitment@wspld.org along with any additional information.

You will not normally be called for an interview if you have not completed an application form and demonstrated your suitability for work at KCA. If you have attended an open day you must complete an application form after the open day if you have not already done so.

If we decide to offer you work at KCA we will offer it subject to a number of conditions and checks. You must meet all these conditions and pass our compliance checks to have your offer confirmed. Some of these are legal requirements, others are to confirm that you are honest, can be trusted to work with vulnerable adults, have the capability to do the work and that you are committed to our values.

Our compliance checks can take some time, so we ask you to:

- Provide accurate and timely information
- Respond quickly and constructively to requests for clarification or further information
- Contact your referees to let them know that they will be receiving a reference request and ask them to respond quickly.

If you do not we may withdraw any offer of employment.

Full employment history

If you have applied to work with adults you will have to provide a full employment history (including any gaps) for the period since you left full time education, including the reason for leaving any related employment.

Satisfactory references

We will need to get references covering:

- Your current or most recent employment
- Previous employers to cover the last 3 years
- Employers more than 3 years ago if you worked in adult social care
- A character referee if you cannot provide employment references for the last 3 years.

Where you have undertaken related work we will need to establish evidence of good conduct in that work.

You must provide a professional email address for your referees; gmail, hotmail and similar addresses cannot be used.

Disclosure and Barring Services (DBS) criminal record check

We will obtain an enhanced DBS check for all successful candidates. If you are not a member of the DBS update service you will need to join it.

Identity and right to work in the UK

You must provide documentary evidence of who you are and that you can legally do the work on offer – you will need to bring your documents to our Head Office.

Fitness to work

We must be satisfied that you are fit enough to do the work offered – you will need to complete a health form that will be reviewed by our occupational health service.

Adjustments

If you pass our fitness requirement and tell us about a disability, impairment or health condition that affects your ability to do your role we may be able to make reasonable adjustments to make a work offer viable or to reduce barriers. Adjustments may be made if they are practical, affordable, not unreasonably disruptive and the remaining job is still a viable role.

If any of these checks are completed not to KCA's satisfaction or within a reasonable timescale any offer of employment will be withdrawn.

12 - Declaration

I understand that the information contained in this form is personal data, which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 2018. I understand that if I am not appointed this data will be held for 6 months and then destroyed.

I declare that I have been honest and the information given on this form is correct to the best of my knowledge.

I give permission for the release of my employment information for both past and present employment in the form of a reference to Kids Can Achieve as part of their pre employment checks.

I understand that my application may be disqualified or, if appointed, formal action, including dismissal could be taken against me if I have given any false information or misrepresented anything.

I understand that if I enter my name in the signature box instead of a real signature and submit this application by email I accept and agree to be bound by the conditions of this declaration.

Signature

Date