

# CARE AND MANAGEMENT SERVICES

POSITION APPLIED FOR:

## PERSONAL DETAILS Please complete in BLOCK CAPITALS using BLACK ink

Surname: \_\_\_\_\_

D.O.B \_\_\_\_\_

Forename: \_\_\_\_\_

Nationality \_\_\_\_\_

Mr/Mrs/Miss/Ms: (delete as appropriate)

N.I Number \_\_\_\_\_

Have you ever been known by any other name? Y/N ( )

Do you hold a full driving licence Y/N ( )

If yes please specify: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Present address: \_\_\_\_\_

Details of any driving endorsements  
\_\_\_\_\_

\_\_\_\_\_

Do you have the use of a car/motorcycle? Y/N ( )

\_\_\_\_\_

**To be completed by non-British and non EC Nationals only**

\_\_\_\_\_ P/code: \_\_\_\_\_

Date of entry into the UK: \_\_\_\_\_

Tel No: (H) \_\_\_\_\_

Do you require a work permit? Y/N ( )

E-mail Address \_\_\_\_\_

If 'Yes' what type: \_\_\_\_\_

Tel No: (M) \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Are you related to anyone within the company ? Y/N ( )  
If yes, to whom:

Relationship to you: \_\_\_\_\_

Contact No: \_\_\_\_\_

Recommended by: \_\_\_\_\_

## FURTHER EDUCATION: (continue on separate sheet if required)

SCHOOL/COLLEGE / UNIVERSITY	SUBJECT QUALIFICATION	GRADE OBTAINED	FROM	TO

## TRAINING: (care, nursery and social work related only) (continue on separate sheet if required)

DATE (FROM / TO)	COURSE TITLE	ORGANISER/TRAINER	LENGTH OF TRAINING

Have any of the organisations that you have previously worked for within the last 12 months obtained a Criminal Records Check? Y/N ( )

If 'Yes' can we obtain a copy of this check? Y/N ( )



**Home Office Circular HOC102/8**

**Protection of children: disclosure of criminal background of those with access to children and young people.**

All applicants must answer all questions on this form. Failure to do so will render your application invalid. In accordance with the above circular, you are required to provide the following information which will be passed on to the police authorities to check the existence and content of any criminal record.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions (Amendment) Order 1986. **Applicants are therefore not entitled to withhold information about convictions, whether or not committed as a juvenile or for which other purposes are 'spent' under the provisions of the Act and in the event of employment**, any failure to disclose such convictions could result in removal from Care & Management Services Ltd register. Please note this information will be provided to and checked with the police authorities after a recruitment interview has taken place.

**PLEASE ANSWER THE FOLLOWING QUESTIONS (Please use BLOCK CAPITALS ):**

Have you ever been convicted of a criminal offence or received a caution? Yes      No

If Yes, please specify details of offence or caution: Date of offence and penalty imposed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I consent to the above information being checked with the police and am aware that any 'spent' convictions will be disclosed.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**PREVIOUS ADDRESSES (APPLICATION MUST COVER PREVIOUS FIVE YEARS):**

1 _____	2 _____
_____	_____
_____	_____
Postcode _____	Postcode _____

**COMPLETE 2 REFERENCES (THIS MUST INCLUDE YOUR CURRENT OR LAST EMPLOYER FIRST)**

1 Company Name: _____	2 Company Name: _____
Manager/Supervisor: _____	Manager/Supervisor: _____
Address: _____	Address: _____
Address: _____	Address: _____
_____	_____
Postcode: _____	Postcode: _____
Tel No: _____	Tel No: _____
Email: _____	Email: _____

**No approach will be made to your present or previous employers before an offer of employment is made.**

**VACANCY INFORMATION:**

Where did you see the vacancy advertised? \_\_\_\_\_

Under the Disability Discrimination Act do you consider yourself to have a disability Yes      No

Please inform us of any special arrangements you need to be made for your interview:

***In order to comply with the Regulations which surround working with children, please answer the following questions. If you have replied yes to any question, please provide additional information:***

1. Have you ever had a child, or been the relative of a child, that has been the subject of a Care Order?  
**Yes / No**
  
2. Have you at any time been refused registration as a foster carer?  
**Yes / No**
  
3. Has any child that you have parental responsibility for been the subject of a child protection investigation?  
**Yes / No**
  
4. Have you at any time been the subject of a Person in a Position of Trust investigation?  
**Yes / No**

**FOR REGISTERED MANAGERS APPLICATIONS ONLY:**

Have you ever been refused registration as a Registered Manager by the Local Authority or had your registration withdrawn? **Yes / No**

I confirm that all information provided is accurate and correct to the best of my knowledge:

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Care and Management Services  
Park Business Centre  
Hastingwood Industrial Park  
Wood Lane  
Erdington, B24 9QR