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**POSITIVE STEPS**

**APPLICATION FOR EMPLOYMENT**

**Prior to completing this form, please read the following instructions:**

* This form should be completed in full and returned by email to hr@positivestepslimited.org
* Please attach additional information (such as a CV, work references, qualifications, etc.)
* For further help, please contact HR on 01534 514 827 or on the email above.
* \*It is a legal requirement that you include a full employment history going back to your schooling. Including full details of your employers, holidays, maternity leave and unemployment details (Start month & year – finish month & year) must be included.
* \*Due to statutory regulations, we are unable to process your application if there are any unexplained gaps in your history.

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position applied for:** |  | | |
| **Title:** |  | | |
| **Forename (s)** |  | | |
| **Surname:** |  | | |
| **Preferred name:** |  | | |
| **Address:** |  | | |
| **Post code:** |  | | |
| **Best contact number:** |  | | |
| **Email address:**  ***(we will use this to correspond with you)*** |  | | |
| **Residential status:**  ***(please circle)*** | Entitled / Entitled to work / Registered | | |
| **How did you hear about this vacancy?** |  | | |
| **Do you hold a current Jersey driving licence?** |  | **Do you have the use of a vehicle?** |  |

**EDUCATION/QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **GCSE/BTEC/NVQ/ A Level/or equivilant** | **Grade** | **Year taken** |
| Newest |  |  |
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| Oldest |  |  |

**FURTHER EDUCATION/RELEVANT TRAINING *\*see guidance notes at the end of this form to assist when completing this part of the application.***

|  |  |  |
| --- | --- | --- |
| **Type (Diploma/degree/etc.)** | **Course title and institute** | **Dates to/from** |
| Newest |  |  |
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| Oldest |  |  |

**MEMBERSHIP OF RELEVANT PROFESSIONAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional registration no.** | **Awarding body** | **Date registered** | **Expiry date** |
| Newest |  |  |  |
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**ADDITIONAL INFORMATION**

|  |
| --- |
| **Please give a brief account of any relevant experience/voluntary work/knowledge/skills or competencies you have:** |
|  |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment *(most recent/current first)*** | | | | |
| **Company name and address:** |  | | | |
| **Job title:** |  | | | |
| **Start date/end date:**  **DD/MM/YYYY** |  | | |  |
| **Standard hours of work:** |  | | **Salary:** |  |
| **Other benefits:** |  | | | |
| **Brief description of your duties and responsibilities:** |  | | | |
| **Number of employees supervised by you:** |  | **Reason for leaving:** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment *(continued)*** | | | | |
| **Company name and address:** |  | | | |
| **Job title:** |  | | | |
| **Start date/end date:**  **DD/MM/YYYY** |  | | |  |
| **Standard hours of work:** |  | | **Salary:** |  |
| **Other benefits:** |  | | | |
| **Brief description of your duties and responsibilities:** |  | | | |
| **Number of employees supervised by you:** |  | **Reason for leaving:** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment *(continued)*** | | | | |
| **Company name and address:** |  | | | |
| **Job title:** |  | | | |
| **Start date/end date:**  **DD/MM/YYYY** |  | | |  |
| **Standard hours of work:** |  | | **Salary:** |  |
| **Other benefits:** |  | | | |
| **Brief description of your duties and responsibilities:** |  | | | |
| **Number of employees supervised by you:** |  | **Reason for leaving:** | |  |

**PREVIOUS EMPLOYMENT** ***\*see guidance notes at the end of this form to assist when completing this part of the application. You must include start/finish month and year. All gaps in employment must be explained. Please include all employment since leaving school. All previous employment in care must include reasons for leaving.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Start month/year**  **DD/MM/YYYY** | **Finish month/year** | **Name and address of employer** | **Job title** |
| Newest |  |  |  |
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| Oldest |  |  |  |

**REFERENCES *\*must be completed and include all relevant contact details***

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1 (Current employer)** | | **Reference 2 (previous employer)** | |
| **Company name:** |  | **Company name:** |  |
| **Referee name:** |  | **Referee name:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone number:** |  | **Telephone number:** |  |
| **Email address:** |  | **Email address:** |  |
| **Can we contact this referee now?** |  | **Can we contact this referee now?** |  |
| **Please sign here to confirm you are happy for us to share any personal information we may need to, in order to obtain your references:** | | | |

**WORKING AVAILABILTY**

|  |  |  |
| --- | --- | --- |
| **Approximate number of hours required:** |  | |
| **Full or part time contract required:**  ***(please circle)*** | Full time | Part time |
| **Shifts required:**  ***(please circle your availability)*** | Flexible / days / nights / mornings / afternoons / evenings / weekends only | |

**AVAILABILITY FOR AN INTERVIEW**

|  |  |
| --- | --- |
| **Dates you are available for an interview in the next 7 days:** |  |
| **Special requirements at interview:** |  |

**CRIMINAL CONVICTIONS *\* As we support a number of people that are potentially vulnerable, all client facing roles require an Enhanced DBS check and any offer of employment is subject to a satisfactory result. Information regarding convictions will not necessarily disqualify you for consideration but must be declared at this stage. Any undeclared/late disclosures of any criminal convictions will result in the withdrawal of any offer/employment.***

|  |  |  |
| --- | --- | --- |
| **Please circle:** | YES, I have a conviction | NO, I do not have a conviction |
| **If you are signed up to the “Update Service”, please enter your certificate number (starting 00) here:** |  | |

**DECLARATION**

|  |  |
| --- | --- |
| I hereby declare that the details shown are correct and complete to the best of my knowledge. I understand that enquiries may be made to verify these details. I also understand that any false statements or the withholding of any relevant information may provide grounds for rejection of my application or termination of my employment contract.  I confirm that I am not excluded from working with children/vulnerable people.  I agree that Positive Steps Limited can contact any of my previous employers for a reference before confirming an offer of employment.  I accept that employment will be subject to satisfactory pre-employment checks and will be subject to receipt of acceptable evidence of identity and of professional qualifications (if required for the post). These checks include a DBS check. If the DBS check returns a negative result, I agree to refund Positive Steps Limited the sum of £70 (the cost of a DBS check).  I accept that if I leave my employment with Positive Steps Limited (PSL) for any reason within twelve (12) months of my start date that I will be liable to reimburse PSL immediately for the cost of the DBS check and any training I received which was paid for by PSL.  Positive Steps Limited is collecting your personal information for the purposes of administering your application for employment with us. Your information will not be disclosed to any third parties without your prior consent. The processing of this information will comply with Jersey’s Data Protection Law 2005, which protects your privacy and access rights. | |
| **Signed by:**  ***(applicant name)*** |  |
| **Date completed:** |  |

**Please now email this form to: hr@positivestepslimited.org**

**GUIDANCE NOTES**

**Education and Qualifications:** If you have none, please write “none” in the first box.

**Residency/Employment Status:** Please click [here](https://www.gov.je/Working/Contributions/RegistrationCards/Pages/ResidentialStatus.aspx) for an explanation of the Residency Status’ in Jersey. Offers of employment are subject to proof of your residential status.

**Further education and relevant training**: If you have an NVQ, QCF or Care Certificate Qualification, please note the date that you completed this and at what level.

**Employment History/Previous Employment:** Positive Steps takes Safe Recruitment very seriously and we follow best practice in our recruitment process. As such we require a full employment History, to include all dates and all employers. Unexplained gaps in your employment history will not be accepted. If you require information on your employment history you can request this information from Social Security by submitting a Subject Access Request (click [here](https://one.gov.je/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-0aaa4251-97f8-4525-99c2-ec4661ac542b/AF-Stage-16e6fae1-a88d-4792-90c1-33092a9964b5/definition.json&process=1&process_uri=sandbox-processes://AF-Process-0aaa4251-97f8-4525-99c2-ec4661ac542b&process_id=AF-Process-0aaa4251-97f8-4525-99c2-ec4661ac542b&_ga=2.65456236.316846108.1550227884-1092723161.1544199933) to access the online form) or by visiting the Customer and Local Services department of Social Security in La Motte Street, St Helier.

**References:** We will require references from your current and a previous employer as a condition of your employment. We do understand and respect that you may not wish us to make contact with your employer prior to receiving an offer of employment and we will not do so without your permission. However, any offer of employment will be subject to receipt of a satisfactory reference from them and will be requested at the appropriate time. Positive Steps Ltd reserves the right to make contact with any/all of your previous employers to request a reference. Offers of employment will only be made to those able to provide at least two satisfactory references and the disclosure of a negative reference at a later stage may result in the withdrawal of any offer of employment. For the avoidance of doubt, references cannot be from:

* Relatives
* people that are merely friends or
* people that have not employed or managed you.

**Weekend Work:** It is essential that staff members are able to commit to working every other weekend in order to maintain safe staffing levels for clients.