|  |  |  |
| --- | --- | --- |
| **IN CONFIDENCE – PLEASE COMPLETE FULLY** **Unfortunately, we are unable to accept partially completed forms. Please don’t replace sections with a CV** |  |  |
| **1.** | Full name: |  |
|  | Date of Birth: |  |
|  | Role Title and Location (site) |  |
| Date of Application |  |
| How did you hear about us?  |  |

|  |
| --- |
| Permanent address including postcode |
|

|  |
| --- |
| Any Previous names (incl dates) |

|  |
| --- |
| Known as: |

|  |
| --- |
| Home Number: Mobile:   |

|  |
| --- |
| Email:  |

|  |
| --- |
| Country of Birth and Nationality: |

|  |
| --- |
| Do you currently have the right to work in the UK (if no please detail circumstance):National Insurance number (if applicable):Are you registered as disabled:If you are selected for interview, are there any special arrangements we should make for you? |
| Are there any possible conflict of interests that may arise as a result of your employment with Elysian? YES / NOIf ‘Yes’, please give details below:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do you know, or have you had any involvement with, anyone who has or currently attends Elysian? YES / NOIf ‘Yes’, please give details below:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |

|  |  |
| --- | --- |
| **2.** | **Skills and Experience**Please can you outline your skills and experience relevant to the post you have applied for?You may wish to include CV in your application, though it does not replace any sections of the form. |
| **3.** | **QUALIFICATIONS – PLEASE EXPAND SECTION AS NEEDED** |
| **From** | **TO** |  | **Place/School/University** | **Qualification and Result** |
|  |  |  |  |  |
|  | **FURTHER TRAINING – PLEASE EXPAND SECTION AS NEEDED** |
| **Date** |  | **Training** |
|  |  |  |
| **4.** | **FULL WORK HISTORY – PLEASE EXPAND SECTIONS AS NEEDED** |
| **From****MM/YY** | **To****MM/YY** | **Company name and Job title** | **Country Based in** | **Pay** | **Brief overview of duties** | **Reason for leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Please ensure you verify/account for all employment gaps in your CV and above for safeguarding purposes. Please outline all employment gaps, including date to and from, and reason for employment gap below:** |

|  |
| --- |
| **5. Please explain your interest in this role** |
| **6. Please outline your interest, hobbies or activities** |
| **7. Miscellaneous (any further note you would like to add/inform of)** |
| **8. Medical Fitness** **Do you have any medical conditions that may impact on the role, If yes, please describe:****Any Allergies, if yes please explain and specify treatment:**\*Please note if successful you will be asked to complete a Health Declaration form that will include a section for your GP to complete (this may be subject to a cost at your GP’s discretion which you will be liable for) – Elysian will only need access to the stamped/signed page by your GP not the entire form. |
|  **9. Disability**Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration.Are you applying under the ‘two ticks’ symbol YES/NOIf yes, please give details and indicate whether you would need any help or special equipment to enable you to carry outthe duties outlined in the job description, to attend for interview, or to participate in the recruitment process on the website.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

If space is insufficient, please attach a separate sheet

|  |
| --- |
| **10. Rehabilitation of Offenders** DeclarationThe amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However,should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.The role for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act (1974). When answering the following questions, you must, therefore, disclose any criminal convictions, even those which may be considered ‘spent’ for other purposes. (Rehabilitation of Offenders Act (Exceptions) Order 1975).Have you ever been convicted of an offence in any criminal proceeding in any court in any country? (For motoring offences, please answer ‘Yes’ only if it resulted in disqualification). YES/NOHave you ever been found guilty of committing an offence or of having done the acts or made the omission with which you were charged in any proceedings brought by a local authority in relation to the care of a person under 18 years old?YES/NOHave you ever been convicted of any offences under the 1958 Adoption Act as amended by the 1975 Children’s Act?YES/NOHave you ever been found guilty of violence, cruel, indecent or dishonest behaviour in any serious disciplinary proceedings?YES/NOHave you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with, young people or vulnerable adults? YES/NOIf you have answered ‘yes’ to any of these questions please give full details, continuing on a separate sheet if necessary. |
| **Do you have any record of disciplinaries in your current or previous positions, or have you had any allegations made against you? (please describe)** |
| **11. References*** Please provide full information for two referees who can comment on your skills and abilities for this position.
* Please ensure that **one** of your references is your **current or most recent employer**.
* **Each reference needs to be from separate companies/employers**
* **At least of one the references need to date back 5 years**
* In all cases the referee must be someone who has known you in a professional capacity, **character references are not accepted**.
* Please ensure you include full details **including phone number, Company name and email.**
* **Please note the email address from your referee must be from a professional domain**. This means we cannot accept emails that end in personal domains e.g. Hotmail, Gmail, Yahoo, etc.
* References will be taken up as soon as possible and a job offer will depend upon receipt of satisfactory references.

\*References are provided in confidence and therefore are not shared with applicants |
|  **1.**

|  |
| --- |
|  Contact Persons Name and Title/role |

|  |
| --- |
| Company Name and Address |

|  |
| --- |
| Telephone No.  |

|  |
| --- |
| Email  |

|  |
| --- |
| **Please stipulate below, how long you were employed for.** **Month and Year** From: \_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| When may we take up the reference?  |

 | **2.**

|  |
| --- |
| Contact Persons Name and Title/role  |

|  |
| --- |
| Company Name and Address |

|  |
| --- |
| Telephone No.  |

|  |
| --- |
| Email  |

|  |
| --- |
| **Please stipulate below, how long you were employed for.** **Month and Year** From: \_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| When may we take up the reference? |

 |

|  |
| --- |
| **Elysian is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding. All candidates will be subject to vigorous safeguarding assessment, including DBS, references and interviews.****Before commencing this role, you will also be required to sign a confidentiality agreement ensuring the safety and confidentiality of all the clients who access the organisation’s service. Please be aware that we will require you to have suitable business use insurance in place if you use a car as part of your role. Please contact us for more details.****8. Declaration**If returning this application electronically you are confirming that the information is true and accurate to the best of yourknowledge. Please be aware that the provision of false information may result in your application not being consideredor deselection from the role. I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that the organisation may decline my application without giving reason.**Data Protection**By submitting this form, I confirm that I consent to the organisations recording and processing the information detailed in this application form. I understand that this information may be used by the organisation in pursuance of its business purposes and my consent is conditional upon the complying with their obligations under the Data Protection Act 1998. (I confirm the information contained in this application form is correct).Signed: Date: **Once complete please forward your application form and CV directly to: recruit@elysianuk.org** |