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**Application for Employment (DBS Post)**

**Jobs working with Children and Vulnerable Adults**

**Bedford Borough Council is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.**

Please read the information and guidance given on this form carefully. Your application will be rejected if it is not completed correctly. PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK

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| SECTION A | **Job Details** | | | |
| Job applied for: | | | **Care Assistant/Bank Care Assistant** | |
| **Please tick the care homes you would like to work at:** | | | | |
| **Southway,** London Road, Bedford **-** Residential community for people living with dementia  **Highfield,** Avon Drive, Brickhill, Bedford **-** Residential community for older people  **Puttenhoe,** Putnoe Street, Bedford **-** Residential Community for older people and people living with dementia  **Brookside,** High Street, Kempston **-** Residential community for older people living with a learning disability  **Parkside,** Bedford Road, Kempston **-** Residential Community for older people  **Rivermead,** Halsey Road , Kempston **-** Residential community for people living with dementia  **George Beal House**, Off Williamson Road, Kempston – Short breaks service for adults with learning disabilities and people with a range of complex needs | | | | |
| **All Care Assistants will be required to work alternate weekends, some evenings and Public Holidays. If you have a preference over whether you work day shifts (shifts between 7.00am & 9.30pm) or night shifts (shifts between 9.00pm & 7.30am) please indicate below:**  **Day shifts** (shifts between 7.00am & 9.30pm)  **Night shifts** (shifts between 9.00pm & 7.30am)  **Both**  **All applicants will be considered for Bank posts. If you are interested in a Bank post only please indicate below**  **Bank post only. I have indicated above the Care Homes that I would like to do Bank work for.** | | | | |
| SECTION B | **Personal Information** | | | |
| Surname: | | |  | |
| First Name: | | |  | |
| What title do you use?(For e.g. Mr/Mrs/Miss/Ms/Dr): | | |  | |
| Address (including post code): | | |  | |
| **How may we contact you quickly:** | | | **Daytime** | **Evening** |
| **Telephone Number:** | | |  |  |
| **Mobile Number:** | | |  |  |
| **Email Address:**  **Please note, this will be used wherever possible to contact you during the recruitment process.** | | |  | |
| SECTION C | **Current or most recent Employment/Voluntary Work** | | | |
| Name and address of organisation: | | | **Job held:** | **Current Salary/Pay Rate:** |
|  | | |  |  |
| **Date of appointment:** | **Length of notice:** |
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| **Brief summary of duties and responsibilities** (List any duties you consider to be of relevance to the post you are applying for. Provide details of any other jobs (paid or unpaid) that you intend to continue doing (Working Time Regulations require us to monitor the hours you work each week, including those you work in other organisations): | | | | |
| **Are you currently in employment?  Yes  No** | | **If no, please state the date when last employment ended and the reason:** | |  |

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| SECTION D | **Qualifications & Training** | | |
| **If you have any qualifications or have been on any training courses which are relevant to this post, please give details below:** (Please use an additional sheet if necessary) | | | |
| **Name of School, College or University/Name of training provider:** | | **Details of qualification or training course** | **Grade/Result received:** |
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| SECTION E | **Employment History** | | | | |
| **Please give details of your full employment history in date order starting with the most recent.**  **You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.** (Please use additional sheets if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
|  | |  |  |  |  |
| **Please give details and reasons of any gaps in work history:** | | | | | |

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| SECTION F | **References** | | | | | |
| **Please give the names of two referees who can provide professional or educational references.**   * **The first must be from your present or last employer/voluntary organisation.**  If you cannot give an employer, please provide the name of someone who can provide an educational reference. * **The second should be a previous employer.**   If you cannot provide a previous employer, please give either an educational referee or the name of someone who has known you for 3 years who can provide a character reference.   * **If neither of the two referees given have known you for a period of 3 years or more, please provide an additional referee.** This could be a further previous employer, an educational referee, or someone who has known you for 3 years who can provide a character reference.   **Please make sure:**   * Anyone providing an employment reference must hold a managerial or personnel position and have access to your records. * A work email address is provided for employment references. * If you are not currently working with vulnerable adults but have done so in the past, please nominate a referee from the organisation where you most recently worked with vulnerable adults. * Please ensure that you inform any educational/character referees that you have given their name, and confirm that they are happy to provide a reference.   The employment referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **PLEASE NOTE THAT Bedford Borough Council reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply. No referee you give should be related to you.** | | | | | | |
| **Referee from Present or Last Employer/Voluntary Organisation (see guidance above)** | | | | | | |
| **Referee Name:** | |  | **Job Title:** |  | | |
| Address (including postcode): | |  | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Email Address:** | |  | **Type of reference:** | | **Employer/Educational/**  **Character** (delete as appropriate) | |
| **Second Referee (This should be your previous employer – see guidance above)** | | | | | | |
| **Referee Name:** | |  | **Job Title:** |  | | |
| Address (including postcode): | |  | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Email Address:** | |  | **Type of reference:** | | **Employer/Educational/**  **Character** (delete as appropriate) | |
| **Additional Referee – Please provide an additional referee if neither of the two referees above have known you for a period of 3 years or more (see guidance above)** | | | | | | |
| **Referee Name:** | |  | **Job Title:** |  | | |
| Address (including postcode): | |  | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Email Address:** | |  | **Type of reference:** | | **Employer/Educational/**  **Character** (delete as appropriate) | |

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| SECTION G | **Further Information** | |
| 1. Your job may require you to travel around the Borough. Would this present any difficulty for you?   If yes, please give details: | | **Yes  No** |
| 1. Do you now, or will you in future, require visa sponsorship to continue to work in the UK?   You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.  If yes, please give details of your current right to work status: | | **Yes  No** |
| 1. Are you, to best of your knowledge, related to **or** do you have a close relationship with any Employee, Member, or School Governor of Bedford Borough Council?   If yes, please give details: | | **Yes  No** |
| 1. Do you hold any other appointment within the Borough Council that would continue if you were appointed to this job?   If yes, please give details: | | **Yes  No** |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, HCPC or been placed on List 99,   POVA or PoCA?  If yes, please give details: | | **Yes  No** |
| 1. **Criminal Convictions**:   You are required to declare any spent or unspent convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the Borough considers it is relevant to the position you are applying for.  Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare?  If yes, please give details: | | **Yes  No** |

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| SECTION H | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.  I understand that any subsequent contract of employment with the Council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  **Signature:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you lobby Councillors or employees of the Borough Council, either directly or indirectly, in connection with your application you will be disqualified. | |

**Please return your completed application form either**

**By post to: Recruitment Team, HR, Bedford Borough Council, Borough Hall,**

**Cauldwell Street, Bedford, MK42 9AP.**

**By email to:** [**Recruitment.Team@bedford.gov.uk**](mailto:Recruitment.Team@bedford.gov.uk)

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| SECTION I | **Selection Criteria** |
| **Failure to complete this section correctly will result in the rejection of your application.**   * The selection criteria are essential attributes/skills that candidates must meet in order to be a Care Assistant. The selection criteria are shown in the grid below. * You will then find a questionnaire which you will be required to complete. * Answer each one of the questions as fully as you can, ideally giving practical examples. You must answer all the questions – if you do not, we cannot score your application form. Don’t worry if you find that you repeat yourself, it is important that you give as much information as possible.   **DO NOT ATTACH A CV. It will not be considered.**   |  |  | | --- | --- | | **A** | NVQ 2 in Care or equivalent - Desirable | | **B** | Experience of working with or supporting older people and an understanding of the physical and psychological needs of older people | | **C** | Good written and verbal communication skills (including the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post. | | **D** | Demonstrable evidence of promoting equal opportunities | | **E** | Awareness of Safeguarding of Vulnerable Adults and responsibilities relating to the role of care assistant | | **F** | The ability to co-operate and work as part of a team | | **G** | A commitment to high standards of customer service | | **H** | A commitment to promoting and supporting independence, choice, dignity and respect for all service users | | **I** | Able to work some evenings, bank holidays and alternate weekends as rota’d to ensure continuity of care to residents | | **J** | Able to use essential equipment such as wheelchairs, patient hoists, trolleys and handling sheets | | **K** | Dependent upon location - An understanding of the needs of individuals living with dementia or a learning disability |   **QUESTIONNAIRE – Please complete the following questionnaire in full.** | |
| **A i. Please confirm whether you have achieved NVQ level 2 in Care, or whether you have any other related qualifications or training relevant to the Care Assistant post.**  **A ii. Please explain why you are interested in care work and would wish to take the opportunity to undertake training in this type of work.** | |
| **B i. Please explain what experience you have working with or supporting older people.**  **B ii. What physical and psychological needs do you think the residents will have, and how will you ensure these needs are met?** | |
| **C i.** Good written and verbal communication skills are essential in this role. Reading, interpreting and maintaining accurate records is vital to the health and wellbeing of the residents, as is communicating with them in an appropriate way.  **Please explain why you feel you have the necessary written & verbal communication skills.**  **C ii. Please give examples of when your communication skills, written and verbal, have been used in the past successfully.**  **C iii. How will you adapt your communication skills to deal with vulnerable adults?** | |
| **D i.** Please explain what you feel is meant by the term **‘equal opportunities’** and how you would make sure that you have this approach in your work. | |
| **E i. Please explain what you understand by ‘Safeguarding of Vulnerable Adults’.**  **E ii. Why do you think this is so important to the role of a Care Assistant?** | |
| **F i. Please give an example of when you have had to work as a member of a team, and why it is important to work together.**  **F ii. Why do you feel you would make a good member of a team?** | |
| **G i.** You must be committed to providing high standards of customer service.  **Who do you think your ‘customers’ will be?**  **G ii. How will you make sure that you provide high standards of customer service at all times?** | |
| **H i. Why is it so important to promote and support independence, choice, dignity and respect for service users?** | |
| **I i. Please confirm that you are able to work flexible hours (including weekends, evenings & Public Holidays) on a shift rota, give examples of when you have done this before if you can.** | |
| **J i.** You will be required to use specialist equipment in this role such as wheelchairs, patient hoists, trolleys and handling sheets.  **Please give details of any experience you have of carrying out physical care tasks using this equipment. If you have not done this kind of work before, please explain why you feel you have the ability to carry out physical care using the equipment provided.** | |
| **K i.** Southway, Puttenhoe, Brookside & Rivermead Care Homes are residential communities for people living with dementia or a learning disability.  **If you are interested in working at these care homes, please give details of your experience working or living with individuals with dementia or learning disabilities.**  **K ii. What sort of skills and personal qualities do you possess that would make you a good candidate to work with these vulnerable adults?** | |

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| **Data Protection Act 1998: Assurance of Fair Processing:** We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.  We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. |

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application from and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Bedford Borough Council recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect. We have an Equal Opportunities Mission Statement and workforce equality objectives which aim to make sure that we treat everyone fairly.

To help us monitor our progress towards our equality objectives, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| **SECTION A** |  | | |
| **Your full name:** | | **Title:** | **Date of Birth:** |
| **Gender: (please specify)** | | **National Insurance Number:** | |
| **Other names you have been known by:** | | | |

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| **SECTION B** | |  | | | | | | | | |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | | |
| **White** | | | | | | **Asian/Asian British** | | | | |
| English/Welsh/Scottish/Northern Irish/British | | | | | | Indian | | | | |
| Irish | | | | | | Pakistani | | | | |
| Gypsy or Irish Traveller | | | | | | Bangladeshi | | | | |
| Any other White background, please describe: | | | | | | Chinese | | | | |
| Any other Asian background, please describe: | | | | |
| **Mixed/Multiple ethnic groups** | | | | | |
| White and Black Caribbean | | | | | | **Black/African/Caribbean/Black British** | | | | |
| White and Black African | | | | | | African | | | | |
| White and Asian | | | | | | Caribbean | | | | |
| Any other Mixed/Multiple ethnic background, please describe: | | | | | | Any other Black/Caribbean background, please describe: | | | | |
| **Other ethnic group** | | | | | | Prefer not to say | | | | |
| Arab | | | | | |
| Any other ethnic group, please describe: | | | | | |
| **b) Disability** The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and long term negative effect on your ability to carry out day to day activities’. | | | | | | | | | | |
| Do you consider yourself to have a disability under the Equality Act 2010? (If ‘yes’ please complete the Guaranteed Interview Scheme form) | | | | | | | Yes | | No | Prefer not to say |
| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | | | | | |
| Lesbian/Gay Woman | | | Gay Man | | Bisexual | | | Heterosexual | | Prefer not to say |
| **d) Religion/Faith/Belief:** Which of the following do you feel best describes your religion/faith/belief? | | | | | | | | | | |
| Buddhist | Jewish | | | Hindu | | | Other (please describe) | | | |
| Muslim | Sikh | | | Christian (all denominations) | | | No Religion | | | Prefer not to say |
| **e) Gender Identity:** Is your gender identity the same as the sex you were assigned at birth? | | | | | | | | | | |
| Yes | No | | | | Prefer not to say | | | | | |

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| f) | **Declaration** |
| I hereby give my consent to Bedford Borough Council to process the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the Council. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the Data Protection Officer.  **Signature:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The Council treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the Council in accordance with Data Protection Legislation and its Data Protection Policy. Information about how your data is used and the basis for processing is provided in the Council's [Applicant Privacy Notice](http://www.bedford.gov.uk/gdprprivacy) | |

# Disability confident employer logo

# Guaranteed Interview Scheme

As a Disability Confident Employer, Bedford Borough Council is committed to the employment and career development of disabled people.

To demonstrate our commitment we use the Disability Confident Employer Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post, and consider them on ability.

**What do we mean by disability?**

You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

**What 'substantial' and 'long term' mean**

* ‘substantial’ is more than minor or trivial - eg it takes much longer than it usually would to complete a daily task like getting dressed
* ‘long-term’ means 12 months or more - eg a breathing condition that develops as a result of a lung infection

**How do I apply?**

Simply complete this section, and read the declaration below and sign.

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| **Please give details of your disability:** |
|  |
| **Are there any arrangements that may be required to be made should you be invited for interview?** |
|  |

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

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| **Declaration:**  I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Any false declaration of disability to obtain an interview will invalidate any contract of employment.**

All information provided will be dealt with in accordance with Data Protection Legislation and the Council’s Data Protection Policy on processing special categories of personal data. Information about how your data is used and the basis for processing is provided in the Council's [Applicant Privacy Notice](http://www.bedford.gov.uk/gdprprivacy).