**Benecare Children’s Services**

**‘Providing care without compromise’**

**Application Form**

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| **Please print carefully in black ink and return to the address below.** Post - The Thatch, Stockers Hill, Boughton-under-Blean, Faversham, Kent, ME13 9ABEmail – Head Office – headoffice@benecareltd.co.ukAs this role involves engaging in a regulated activity with children it is an offence to apply for this role if the applicant is barred from this activity.  |
| **Post Applied for** |  |
| **Closing Date** |  |

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| **Section 1: Personal Details** |
| **Full Name (include middle names)** |  |
| **Any Previous Names**  |  |
| **Address** |  |
| **Telephone Number(s)** | **Home:****Mobile:**  |
| **National Insurance Number**  |  |
| **This role involves driving. Do you have a current driving license?** |  |
| **Do you have any current endorsements?** |  |

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| **Section 2: Right to Work in the UK****Please confirm you are eligible to work in the UK based on the following basis;** |
| **EU Citizen**  |  |
| **Right of Abode in the UK** |  |
| **Permit free visa/student visa** |  |

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| **Section 3: Education, Qualifications and Training**  |
| **Education**  |
| **Name of School** |  |
| **Dates Attended** |  |
| **Qualifications Obtained** |  |
| **Name of College/University**  |  |
| **Dates Attended**  |  |
| **Qualifications Obtained** |  |
| **Training (this should also include any training relevant to the position you are applying for)** |
| **Course Name**  |  |
| **Course Organisation Name** |  |
| **Date(s) Completed** |  |
| **Course Name**  |  |
| **Course Organisation Name** |  |
| **Date(s) Completed** |  |
| **Course Name**  |  |
| **Course Organisation Name** |  |
| **Date(s) Completed** |  |
| **Course Name**  |  |
| **Course Organisation Name** |  |
| **Date(s) Completed** |  |
| **Course Name**  |  |
| **Course Organisation Name** |  |
| **Date(s) Completed** |  |
| **Course Name**  |  |
| **Course Organisation Name** |  |
| **Date(s) Completed** |  |
| **Section 4: Present or Most Recent Employment**  |
| **Job Title** |  |
| **Salary**  |  |
| **Company Name** |  |
| **Address of Employer** |  |
| **Notice Period**  |  |
| **Joining Date** |  |
| **Date Left (if applicable)** |  |
| **Reason for Wanting to Leave**  |  |
| **Main Duties;** |

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| **Section 5: Previous Employment**  |
| **Dates (Please put full dates of employment)** | **Position Held** | **Name and Address of Employer** | **Reason for Leaving** |
| **From** | **To** |
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| **Section 6: Gaps in Employment****Please explain any gaps in your education or employment history**  |
| **Dates (Please put full dates of gap)** | **Reason for Gap**  |
| **From** | **To** |
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| **Section 7: References** Please provide references for your **current or most recent employer** and the **second** employer. If you have not been employed previously, please provide **two** academic and **one** character reference.We also require references for **all care related roles** so please provide references for these. For good practice we will seek a **character reference** also so please record these details in the boxes below. **Note:** We reserve the right to seek references at any point in the recruitment process from **any** previous employers listed in the 'Previous Employment' section of this form. Please contact us **immediately** if this is a cause for concern. |
| **Current or Most Recent Employer & Second Job** |
| **Name** |  | **Position** |  |
| **Address** |  | **Email Address** |  |
| **Telephone Number** |  | **Can we contact them at this stage?** | **Yes****No** |
| **Name** |  | **Position** |  |
| **Address** |  | **Email Address** |  |
| **Telephone Number** |  | **Can we contact them at this stage?** | **Yes****No** |

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| **Previous Employment (where the applicant worked with vulnerable children/young people/Adults, please list all jobs where you have worked in these positions)** |
| **Name** |  | **Position** |  |
| **Address** |  | **Email Address** |  |
| **Telephone Number** |  | **Can we contact them at this stage?** | **Yes****No** |
| **Name** |  | **Position** |  |
| **Address** |  | **Email Address** |  |
| **Telephone Number** |  | **Can we contact them at this stage?** | **Yes****No** |
| **Name** |  | **Position** |  |
| **Address** |  | **Email Address** |  |
| **Telephone Number** |  | **Can we contact them at this stage?** | **Yes****No** |
| **Character Reference (this cannot be a relative or friend)** |
| **Name** |  | **Position** |  |
| **Address** |  | **Email Address** |  |
| **Telephone Number** |  | **Can we contact them at this stage?** | **Yes****No** |

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| **Section 8. Skills, Experience and Knowledge****Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.** |
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| **Section 9. Rehabilitation of Offenders Act 1984** |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

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| **Section 10. Declaration** |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to Benecare Children’s Services Ltd b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.I confirm that I understand Benecare Children’s Services Ltd will use and keep information I have provided on this application or elsewhere, as part of the recruitment process and/or personal information supplied by third parties such as references relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment, and if successful the information will be used to form my personnel record and will be retained in accordance with Children's Homes Regulations 2015. |
| **Signature**  |  |
| **Date** |  |
| “*At Benecare children Services we are committed to promoting the safeguarding and wellbeing of all children and young people who live within our homes. We believe that all our children and young people deserve to live in a safe, happy environment, where we promote a healthy lifestyle, with adults caring for them who are committed to this.”**The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.* |

**On completion please return this form to:**

**Benecare Ltd, The Thatch, Stockers Hill, Boughton-under-Blean, Faversham, Kent. ME13 9AB**

**Email:** **headoffice@benecareltd.co.uk**

**Tel: 01227 751783**

**DBS Identity Documentation**

In order to confirm your identity in support of your DBS Check Application you will need to provide specific documentation

The following information is based on the official UK government ID checking guidelines for standard/enhanced [DBS check applications](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications). Please note that all documents presented must be **valid** and **originals**. This excludes self-printed documents or online statements. **Photocopies cannot be accepted.** Please pay careful attention to the requirements to prevent any delay in application.

Route 1 must be exhausted before Route 2 can be attempted.

**DBS Route 1**

* A minimum of **three documents** must be presented
* At least one document must be from Group 1 (Driving Licence or Passport taking priority)
* Two further documents from either Group 1, or Group 2a or 2b
* At least one document must show the applicant’s **current address**
* At least one document must show the applicants **date of birth**
* All documents must be in the applicant’s **current name** (although statements and letters can be in joint names, provided the applicant’s name is clearly identifiable)
* All documents must be **original** and **valid**

**DBS Route 2**

If a Route 1 application is not possible, then the applicant must submit their application following Route 2. The Route 2 documents are:

* A minimum of **three documents** (but more is better)
* At least one document from Group 2a
* Two further documents from Group 2a or Group 2b
* All documents must be in the applicant’s **current name**
* At least one document must show the applicant’s **current address**
* At least one document must show the applicant’s **date of birth**
* All documents must be **original** and **valid**

**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard - (full or provisional) | UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA |
| Birth certificate - issued within 12 months of birth | UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | All countries outside the EEA (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, Channel Islands and EEA |
| Birth certificate - issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| Immigration document, visa or work permit | Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

**Group 2b: Financial and social history documents**

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society statement | Countries outside the EEA | Issued in last 3 months - branch must be in the country where the applicant lives and works |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, for example pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK - not mobile telephone bill | Issued in last 3 months |
| Benefit statement, for example Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EEA National ID card |   | Must still be valid |
| Irish Passport Card | Cannot be used with an Irish passport | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| Letter from head teacher or college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |