



Dear Applicant

Please find enclosed a copy of the application form, health declaration, equal opportunities monitoring form, disclosure form, Values & Beliefs and job description, in relation to a Support Worker's post with Milestones.

The rate of pay for the post is £8.00 with NVQ 2 £8.10 Monday to Friday per hour and £8.50 per hour Saturday & Sunday and £60 per sleep in.

We have vacancies to support people with learning difficulties living in their own homes both on a permanent basis and on a relief basis. Please state, which you are applying for on your completed application form.

Your application will be held on file until a vacancy becomes available - your application will then be considered along with the others.

Yours sincerely,
Mavis Gatsi & Douglas Mutenha

Privacy Notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Job application form

Vacancy title:

Please tell us how you heard about this vacancy:

1. Personal details

Address:

Postcode

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Last name:

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First name:

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Home Telephone No.

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Daytime Contact No.

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E-mail address:

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National Insurance No.

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Driving Licence

Yes

No

Do you hold a full, clean driving licence valid in the UK?

2. Preferred hours

Please tick

Full-time

Part-time

We like our employees to be able to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please tick when you are unavailable:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

3. Education/Qualifications

Please give details of your education since age 11+ and qualifications obtained.

Name of School/College/University	Attended From	To	Exams Taken/Results

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

4. Employment history

Previous employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of employer:

Address:

Postcode:

Position held:

Date started: Leaving date:

Reason for leaving:

Salary on leaving this post: Contact name of line manager for reference:

Brief description of duties:

Previous employer

Employer	Post	Salary	Inclusive Dates	Reason for Leaving

5. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description.

Continue on a separate sheet if necessary

6. Convictions/ Disqualifications

A criminal record will not necessarily be a bar to obtaining a position at Milestones. If a check is returned and reveals any information, this will be discussed with the applicant.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement: -

“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, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

7. Reasonable adjustments/Arrangements for interview

Please contact us if you need the application form in an alternative format including large print.

Are you subject to any conditions relating to your employment in this country?

YES/NO

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability please tell us what these should be.

If appointed when could you start? Give period of notice if applicable

References

Please give the detail of **two** references – one **must** be from your most recent employer.
Can we send requests to the provided references **Y / N?**

Name of referee and relationship to you:	
Address:	
Postcode:	
Email:	Tel:

Name of referee and relationship to you:	
Address:	
Postcode:	
Email:	Tel:

Please also complete the attached Rehabilitation of Offenders Act and Equal Opportunities Monitoring forms.

Milestones

REHABILITATION OF OFFENDERS ACT

As **Milestones** meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants will be subject to an Enhanced Disclosure check from the Criminal Records Bureau before the appointment is made permanent.

The Enhanced Disclosure check will include details of police cautions, reprimands or final warnings, as well as convictions. It will also contain any non-conviction information from local police records that is considered relevant and any relevant information held by the Department for Education and Employment and the Department of Health.

Applicants are therefore not entitled to withhold information about convictions, police cautions, reprimands or final warnings, which for other purposes are considered 'spent' under the provisions of the Act. You are also required to provide any further information that may be considered relevant to an Enhanced Disclosure check. In the event of employment, any failure to disclose such information will result in dismissal or disciplinary action by Milestones.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Rehabilitation of Offenders Act 1974

Please give details of all convictions, police cautions, reprimands and final warnings as well as any other information relevant to an Enhanced Disclosure check. If appropriate please state no information to declare.

Declaration

I confirm that the information contained in this application is true and complete. I accept that providing deliberately false information could result in my dismissal.

Signed:

Dated:

Health Declaration

I confirm that I consider myself to be well enough in my physical and mental health to cope with the demands of a Support Worker post with Milestones.

NAME: - (print)

Signed: Dated.....



Milestones Equal Opportunity Monitoring Form

Milestones is an Equal Opportunity Employer. The company operates a policy that aims to ensure unfair discrimination does not place. In order to help the company, monitor the effectiveness of its recruitment policy, you are asked to provide the information requested below. This information is requested solely so that appointment procedures can be monitored. The ethnic groupings listed below are those agreed by the Commission for Racial Equality.

The details supplied are confidential and will only be seen by a designated senior officer at the company.

Please complete the form and seal it in the enclosed envelope before returning it with your application.

Post to which this form relates	Post Ref. No.
Surname:	Forename (s).....
Where did you see this post advertised?	
Date of Birth:	
Gender (please tick)	Female <input type="checkbox"/> Male <input type="checkbox"/>
Do you have a disability or medical condition? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please describe your disability or medical condition:	
To which of the following groups do you belong (please tick one only):	
Black - African <input type="checkbox"/>	Black - Caribbean <input type="checkbox"/>
Black - Other <input type="checkbox"/>	Chinese <input type="checkbox"/>
Indian <input type="checkbox"/>	Irish <input type="checkbox"/>
Pakistani <input type="checkbox"/>	White <input type="checkbox"/>
Other (specify below) <input type="checkbox"/>	
.....	
Please state any languages, other than English, in which you are a fluent speaker:	
Date:	
Thank you, your co-operation is greatly appreciated.	

When complete, please return this form to:

Mavis Gatsi & Douglas Mutenha
Harp Place, 2 Sandy Lane, Coventry CV1 4DX
Mark the envelope CONFIDENTIAL

