



APPLICATION FORM

Position applied for:

Please tick location: (see position description if unsure)

- Autonomy Life - Head Office Autonomy Life - The Oaks
 Autonomy Life - The Willows Autonomy Care - Salisbury
 Autonomy Care - Melksham Autonomy Plus* - Haresfield

***Regulations require that we cannot recruit anyone under the age of 22 at Autonomy Plus. If you are currently below this age threshold we are unable to take your application further. You are still welcome to apply for other positions within the Autonomy Care Group.**

Personal details:

Title: _____ First name: _____

Last name: _____

Telephone number: _____

Email address: _____

Postal address including postcode: _____

Do you have a current DBS? Yes No
Are registered with the DBS update service? Yes No

What is the best time to call you regarding your application?

- Anytime Morning 9am - 12noon
 Afternoon 12noon - 4pm Evening 4pm - 6pm

Do you hold a current, full driving licence?

- Yes, with access to a vehicle
 Yes, without access to a vehicle No

Right to work in the UK:

I am legally entitled to work in the UK: Yes No

Rehabilitation of offenders:

Have you been convicted of a criminal offence which IS NOT spent under the Rehabilitation of Offenders Act 1974?

- Yes No

If yes, please provide details:

Employment history:

As part of our regulatory responsibilities and in line with our safer recruitment commitment we are obligated to ensure we have full employment history with an explanation of any gaps.

1. Present/last employer

Company name and address:

Position held, duties and responsibilities:

Dates of employment:

From: mm/yyyy To: mm/yyyy

General Data Protection Regulations

We need to collect and hold data about you in order to process your job application. We would like to obtain your permission (informed consent) to hold this data.

Types of data, length of time held and why:

Recruitment data

Includes: Previous employers, Types of job held at other companies, Skills and qualifications obtained.

Why we wish to hold: This will allow us to make a decision on your suitability for employment.

How long do we hold data: Unsuccessful applications 1 year. Appointed candidates 6 years from leaving date.

Equal opportunities monitoring data

Includes: Data relating to age, disability, gender reassignment, marriage or civil partnership, race, religion or belief, sex, sexual orientation that are classed as protected characteristics under the Equality Act 2010.

Why we wish to hold: To feed into the companies monitoring to allow for the delivery of the Equality and Diversity targets. This is not compulsory, forms are anonymous and are separated from application.

How long do we hold data: As soon as uploaded to spreadsheet within 1 month of completion.

Agreement to use my data

I hereby freely give my prospective employer, any company within the Autonomy Care Group Limited; Autonomy Life Limited, Autonomy Care Limited or Autonomy Plus Limited consent to use and process my personal data relating to my job application. In giving my consent:

- I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).
- I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation from any liability caused by giving and receiving information.
- I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.
- I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.
- I understand that if I am unsuccessful with my application my data will be destroyed after 12 months.

Declaration:

I declare that to the best of my knowledge and belief the information contained in this application is correct. I accept that providing deliberately false or misleading information may result in my dismissal. I consent to this information being held on file and treated as part of any subsequent contract of employment. I agree to any company within the Autonomy Care Group to use and hold my data as detailed above and in line with legislation.

Sign:

Date:

How did you hear about us?

- | | |
|---|--|
| <input type="checkbox"/> Indeed | <input type="checkbox"/> Findajob |
| <input type="checkbox"/> Google search | <input type="checkbox"/> Local newspaper |
| <input type="checkbox"/> Company Website | <input type="checkbox"/> Recruitment event |
| <input type="checkbox"/> Friend / Family, please specify: | |

Other, please specify:

Please return your completed application form to:

**Autonomy Care Group,
67 Roundpond,
Melksham,
Wiltshire SN12 8EB.**



EQUAL OPPORTUNITIES MONITORING FORM

Autonomy Care Group Limited is committed to a policy of equality in recruitment, training and employment.

It is Autonomy Care Group Limited's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability. Furthermore, Autonomy Care Group Limited will monitor the composition of the workforce to ensure that its Equal Opportunities policy is effective.

Completion of this form is optional. If you wish to complete this form please return with your application. It will be separated from your application form and viewed and used only by Human Resources for monitoring purposes. The information will not be used for short-listing. The information will be stored securely and separately, and will be treated in the strictest confidence. Completion of this form is optional.

Please mark tick the relevant boxes or fill in the spaces provided:

Ethnic Group:

White:

- British English Irish
 Scottish Welsh
 Other White background

Asian or Asian British:

- Bangladeshi Indian Pakistan
 Other Asian background

Mixed:

- White and Asian White/Black African
 White/Black Caribbean White and Chinese
 Other Mixed background

Black or Black British:

- African Caribbean
 Other Black background

Chinese or Chinese British or other ethnic group:

- Chinese Other ethnic group
 Prefer not to say

Age:

- 16 - 24 25 - 34 35 - 44
 45 - 54 55 - 64 65+

Marital Status:

- Single Married/Civil
 Partnership Living with partner Other

Religion:

- No religion Baha'i Christian
 Hindu Jewish Muslim
 Buddhist Jain Sikh
 Other

Disability:

The Equality Act 2010 defines a disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'. An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

- Yes No Prefer not to say