



# 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 your 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

Details of any endorsements: \_\_\_\_\_  
\_\_\_\_\_

## Right to work in the UK:

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

Are you fully/partially vaccinated against COVID-19

- Yes     No

## 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. If you require more room for this section, please continue onto the back of the document.

Have you previously been employed by a service within Autonomy Care Group?     Yes     No

Please enter the name of service you worked for and your reason for leaving (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present/last employer

Company name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position held, duties and responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of employment:

From:    dd/mm/yyyy    To:    dd/mm/yyyy

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

**2. Previous employer**

Company name and address:

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Position held, duties and responsibilities:

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Dates of employment:

From: dd/mm/yyyy To: dd/mm/yyyy

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Reason for leaving:

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**4. Previous employer**

Company name and address:

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Position held, duties and responsibilities:

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Dates of employment:

From: dd/mm/yyyy To: dd/mm/yyyy

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Reason for leaving:

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**3. Previous employer**

Company name and address:

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Position held, duties and responsibilities:

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Dates of employment:

From: dd/mm/yyyy To: dd/mm/yyyy

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Reason for leaving:

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**5. Previous employer**

Company name and address:

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Position held, duties and responsibilities:

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Dates of employment:

From: dd/mm/yyyy To: dd/mm/yyyy

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Reason for leaving:

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Please tell us about any other relevant employment history and/or periods of non-employment (if applicable):

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**References:**

Please be aware that we may obtain a reference on application. There may be a requirement to obtain further references.

Reference details (From your current or former employer):

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Reference details (From another previous employer or a character reference):

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Reference details (From another previous employer or a character reference):

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**Education:**

Please give details of the School/College/University, dates attended and grades / qualifications achieved:

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Please give details of any technical or professional qualifications and dates awarded:

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## 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.

## Rehabilitation of offenders::

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes

No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes

No

The 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.

## 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?

Indeed

Social Media

Google search

Local newspaper

Company Website

Recruitment event

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

Position applied for:

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**Please tick location:**

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

**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