



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 - Melksham
 Autonomy Life - Castle Cary

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

Details of any endorsements: _____

Right to work in the UK:

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

Employment history and references:

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

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

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

We require a reference from your current and previous employer. There may be a requirement to obtain further references.

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:

Reference:

Full name:

Email address:

Telephone number:

2. Previous employer

Company name and address:

Position held, duties and responsibilities:

Dates of employment:

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

Reason for leaving:

Reference:

Full name:

Email address:

Telephone number:

3. Previous employer

Company name and address:

Position held, duties and responsibilities:

Dates of employment:

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

Reason for leaving:

Reference:

Full name:

Email address:

Telephone number:

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

Education:

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

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

Please give details of any further training courses attended that are relevant to your application:

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.

Please return your completed application form to:

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

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.

If you do not disclose something in your application that could prevent you working with children this could result in you being referred to the police and/or DBS as it is a criminal offence for any person who is barred from working with children and/or vulnerable adults to apply for a role in a regulated activity.

If you have made a declaration in relation to a conviction that does not threaten the safety of the vulnerable people we support we will consider your application and explore further during the recruitment process.

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: _____

EQUAL OPPORTUNITIES MONITORING FORM

Position applied for:

Please tick location:

- Autonomy Life - Head Office
 Autonomy Life - The Oaks
 Autonomy Life - The Willows
 Autonomy Care - Melksham
 Autonomy Life - Castle Cary

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