



New Reflexions Application Form

Title		Address	
First Name		House Name /No	
Second Name		Street	
Surname		Town	
Place of Birth		County	
Age 21 +		Post Code	
		Country	
Nationality		Telephone Number	
Nat Ins No		Mobile Number	
E-Mail Address:			
Do you have the right to work in the UK?		YES / NO	
Do you hold a Full UK Manual Driving Licence?		YES / NO	
Are you able to complete a rota pattern with sleep in's?		YES / NO	
Do you hold a membership with the PVG Scottish disclosure scheme?		YES / NO	
Do you have any relatives who work for New Reflexions?		Name: Relationship:	

What position are you applying for?

Date application received at Head Office

Candidate referred by New Reflexions staff

Yes

No

If Yes, who?



NEW REFLEXIONS

Where every child matters

	<p>Have you ever been dismissed from a position or been subject to disciplinary investigation or action during employment?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please Give Brief Reasons and Dates:</p>
--	--

REFERENCES

Please give the name and address of three references as listed below. You will need to provide references for all employment directly linked to working/volunteering with young people. Employer references should be given in preference to character references (friends/colleagues). Relatives cannot be given as referees. Please note that ANY previous employer/s not given as a referee may also be contacted for a reference.

I give permission for referees to be contacted prior to interview: **Yes** **No**

References will be taken up after interview – please ensure that your referees are aware that they will be contacted to avoid any delay in your appointment.

1. Current / Last Employer Reference:

Name: _____
Address: _____

Postcode: _____
Telephone Number _____ Fax Number: _____
Email: _____
Relationship: _____

2. Previous Employer Reference

Name: _____
Address: _____

Postcode: _____
Telephone Number _____ Fax Number: _____
Email: _____
Relationship: _____



NEW REFLEXIONS

Where every child matters

3. Character Reference

Name: _____

Address: _____

Postcode: _____

Telephone Number _____ Fax Number: _____

Email: _____

Relationship: _____

EQUAL OPPORTUNITIES MONITORING FORM

It is our policy to ensure that no employee, or potential employee, is unfairly discriminated against, directly or indirectly, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The policy concerns all aspects of employment for existing staff and potential employees.

To help us ensure the effectiveness of our Equal Opportunities Policy, please complete this monitoring form. This form will be separated from your application form when it arrives in the HR Department and kept confidential. It will not be seen by any person responsible for short-listing or interviewing before an appointment has been made.

Post: _____

Closing Date: _____

Gender

Please tick the appropriate box	Male <input type="checkbox"/>	Female <input type="checkbox"/>
--	--------------------------------------	--

Age

Please tick the appropriate box	20 – 34 <input type="checkbox"/>	35 – 44 <input type="checkbox"/>	45 – 60 <input type="checkbox"/>	Over 60 <input type="checkbox"/>
--	---	---	---	---

Ethnicity

Please tick the appropriate box			
White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White Other <input type="checkbox"/>	Mixed White & Caribbean <input type="checkbox"/>
White & African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Mixed Other <input type="checkbox"/>	British Asian/Indian <input type="checkbox"/>
British Asian/Pakistani <input type="checkbox"/>	British Asian/Bangladeshi <input type="checkbox"/>	Sri Lankan <input type="checkbox"/>	Asian Other <input type="checkbox"/>
Black Caribbean <input type="checkbox"/>	Black African <input type="checkbox"/>	Black British <input type="checkbox"/>	Black Other <input type="checkbox"/>
Chinese <input type="checkbox"/>	Other ethnic group (please specify):		



NEW REFLEXIONS

Where every child matters

Disability

Do you consider yourself to have, or have had, a disability?

Note: For the purpose of this form, disabled mean that you have a physical or mental impairment that has a substantial and long term adverse effect on your ability to carry out normal day to day activities

Please tick as appropriate Yes No

If yes, do you consider it would affect your ability to fulfil the duties of the role?

Please tick as appropriate Yes No

If yes, please outline any reasonable adjustment that could be made to this role i.e. hours of work, re-allocation of duties, equipment etc. to enable you to fulfil the duties.

Do you consider that you have an identifiable learning need i.e. dyslexia, dyspraxia etc

Yes No

If yes, please outline any reasonable adjustment that could be made to this role i.e. help with written or numerical paper work

Recruitment Procedure

Have you encountered any difficulties with our recruitment procedures?

We would welcome any suggestions for improvement.

General Information

How did you learn of this vacancy?

Professional Journal	National Newspaper	Local Paper	Job Centre
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Job Advert	Website	Word of Mouth	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please give below the name of the Journal/Newspaper/Job Centre / Internet Site /Person



NEW REFLEXIONS

Where every child matters

CONFIDENTIAL

DISQUALIFICATION FOR CARING FOR CHILDREN REGULATIONS 1991

DECLARATION

Name _____

Maiden name (if applicable) _____

Date of Birth _____

Please tick where statement is accurate:

1. No child of whom I am a parent has been made the subject of a care order.
2. No child has been prevented from living with me by a court order other than custody or residence order in favour of the child's other parent.
3. No child has been removed from my care by a court order other than custody or residence order in favour of the child's other parent.
4. I have not carried on, been concerned in the management of, or had any financial interest in a private or voluntary children's home, which has been refused registration.
5. I have not carried on, been concerned with the management of, or had any financial interest in a private or voluntary children's home, which has had its registration, cancelled.
6. I have not been prohibited from being a private foster parent.
7. I have not been refused registration in respect of nurseries, day care or childminding.

If you are unable to tick any of the above, please indicate which and give circumstances (with dates as appropriate) here:

I certify that the information given in this declaration is, to the best of my knowledge and belief, correct and complete. I understand that should it subsequently be found that the information given is false I may be liable to disciplinary action possibly including dismissal.

Signed:

Date:



NEW REFLEXIONS

Where every child matters

CRIMINAL CONVICTIONS and POLICE CONTACT

A criminal conviction will not necessarily be a bar to obtaining a position.

Due to 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 (Exceptions Order 1975).

Applicants are, therefore, NOT entitled to withhold information about convictions, which, for other purposes, are considered 'SPENT' under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

Any involvement with the Police must also be declared even if no charges were upheld and no further action was taken. Any failure to disclose such information could result in dismissal or disciplinary action.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Have you ever been cautioned or convicted of any offence when either a juvenile or adult or have any criminal matters outstanding?

YES NO

If the answer is yes please list below all details of your conviction including the dates and by which court you were sentenced:

If necessary please continue on a separate sheet of paper and attach to this form.

Have you ever been arrested for any offence when either a juvenile or adult or have any criminal matters outstanding? You must declare all / any involvement with the Police even if no further action was taken.

YES NO

If necessary please continue on a separate sheet of paper and attach to this form.

I understand the requirement to give my permission for a Police Check to be carried out. I realise that any spent convictions will be disclosed and hereby give my consent for such a check to be carried out.

DECLARATION

I declare that the information, which I have freely given in this application, is correct and that failure to supply the correct information could result in my dismissal or disciplinary action.

Signature of Applicant _____ Name (please print) _____

Date:



NEW REFLEXIONS

Where every child matters

Privacy Notice

Reflexion Care Group Limited (Reflexion Care Group/we/our/us) is the data controller for the purposes of the General Data Protection Regulations.

By providing your information to us you are doing so in order to apply for a specific role within Reflexion Care Group Limited.

It is important that the information we hold about you is up to date, and so unless you become an employee of Reflexion Care Group Limited in the interim, we will delete and/or destroy your application 6 months from the date you applied for a position within the organisation.

We will use the information you have provided in order to make a decision with regard to your suitability to join Reflexion Care Group in the specific role that you have applied for. We will not share your information with any third parties.

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected.
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected.
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy.
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

Declaration

I confirm that the information I have given on this application form and any accompanying documentation is true to the best of my knowledge and belief and is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made.

I give my permission for enquiries to be made to confirm the content of this application and for the release by other people or organisations of necessary information to verify the content contained in this application.



NEW REFLEXIONS

Where every child matters

I understand that my application may be rejected or I may be dismissed following appointment if it becomes known that I have given false or misleading information or have withheld any relevant details.

I understand that, should I be successful in securing a job offer from Reflexion Care Group, I will be required to complete a confidential declaration in respect of my state of health. Due to the sensitive nature of the duties the post holder will be expected to undertake, I also understand that the declaration will include details of any criminal convictions, cautions, reprimands, arrests, final warnings and any other information that may have a bearing on my suitability for the post.

I understand that an Enhanced Disclosure will be sought in the event of a successful application.

Print Name	Signature	Date

Once completed please return to:

FAO: HR Department
New Reflexions
Black Birches
Hadnall
Nr. Shrewsbury
Shropshire
SY4 3DH

Or Email: michael.timmins@newreflexions.co.uk

Tel: 01939 210040 - Fax: 01939 241874

