



Please fill in the application form below. Do not type using only capital letters and please remember to check it carefully. **Uwezo Care Services** welcomes applications from all, irrespective of disability, gender, sexual orientation, marital status, family responsibility, age, race, colour, ethnic origin, nationality (subject to issue of work permit where required), trade union membership and activity, political or religious beliefs.

Position applied for	
-----------------------------	--

Personal Details

Surname	
First and Middle Names	
Preferred First Name	
Any previous Surname/Family Name	
Full address (including postcode)	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
National Insurance Number	
Do you hold a full driving licence valid in the UK?	
Do you have regular use of a vehicle?	
Do you have any current convictions on your licence? If yes, please supply details.	
If you are a close relative or partner of a Director or any employee of Uwezo Care Services Ltd or any affiliates, please state the relationship.	
Do you have a legal right to work in the UK?	
If applicable, please state the category that relates to your current immigration status. This status will be subject to checking before the interview.	
Please supply details of any visa currently held, including number, start/expiry dates and details of any restrictions.	

Professional Memberships

Please provide details of any professional memberships that you currently hold which are relevant to this role. Use the 'Tab' key to add more rows as necessary or continue on a separate sheet if completing a hardcopy version.

Professional Membership	Expiry Date

References

Please provide the names and contact details of two referees to whom confidential enquiries may be made. One must be your current employer. If you are unemployed, we will accept your previous employer. References must include at least two positions with separate employers. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

Referees will be required to comment on your competence, personal qualities and suitability for the post. Youth will contact referees following your interview if we would like to pursue your application. Please note that all reference requests will be followed up and verified by Uwezo Care Services Ltd Senior Management Team.

Employee References

Referee 1	Referee 2
Full Name:	Full Name:
Capacity in which known to you:	Capacity in which known to you:
Time known:	Time known:
Company:	Company:
Occupation:	Occupation:
Address:	Address:
Contact Email:	Contact Email:
Contact Number:	Contact Number:

Character Reference

Full Name:	
Capacity in which known to you:	
Time known:	
Contact Email:	
Contact Number:	

Supporting Information

Please provide us with the principal reason for your application and any additional details you feel are relevant to support your application. This may include additional skills, knowledge, experience, voluntary or community activities and training. Where possible please relate these to the person specification.

Reasonable Adjustments

Would you like us to make any specific arrangements to facilitate a fair recruitment process? For instance, do you need a wheelchair-accessible interview room?

Disclosure and Barring Service

To protect certain vulnerable groups within society, there are a number of posts within Uwezocare Services Ltd that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Therefore, Applicants are required to declare any convictions, cautions, reprimands, final warnings or other relevant criminal convictions that are not protected (i.e. that are not filtered out). Any disclosures will be treated as strictly confidential.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications

from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that Applicants understand that failure to disclose such information could result in the offer of employment being withdrawn or summarily result in disciplinary proceedings or dismissal if selected.

Individuals applying for positions which involve 'regulated activity' are required to have an enhanced criminal record check and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with children and/or adults. The full definition of 'regulated activity' is defined in the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 which came into force on 10 September 2012. If you have a current DBS Check and have subscribed to the DBS Update Service, Uwezo Care Services Ltd will carry out the check online.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	Yes/No (Delete as appropriate)
Have you any prosecutions pending?	Yes/No (Delete as appropriate)
Do you have any other information that you would like to share? If you have answered yes, you now have two options on how to disclose your criminal record or prosecutions pending. Option 1: Please provide details of your criminal record or prosecutions pending in the space to the right. Option 2: You can disclose your criminal record or prosecutions pending under a separate cover by attaching a separate document marked CONFIDENTIAL and state your name and the details of the post.	Yes/No (Delete as appropriate)
If you have answered yes, you must state if you have chosen Option 1 or Option 2	Option 1/Option 2/Not Applicable (Delete as appropriate)

Self Declaration

Have you ever been subject to a disciplinary procedure within your current or past employment?	Yes/No (Delete as appropriate)
Have you ever been referred to LADO/been the subject of a safeguarding allegation?	Yes/No (Delete as appropriate)
Have you ever been the subject of a child protection investigation?	Yes/No (Delete as appropriate)
Has your name ever appeared on the Protection of Children's List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Children's List?	Yes/No (Delete as appropriate)

Has your name ever appeared on the Protection of Vulnerable Adults List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Vulnerable Adults List?	Yes/No (Delete as appropriate)
Has a child of yours been the subject of a care order, at any time?	Yes/No (Delete as appropriate)
Has an order been made for the purpose of removing a child from your care or preventing a child from living with you, at any time?	Yes/No (Delete as appropriate)
Have you ever been concerned with a voluntary or registered home, which has been removed from the register?	Yes/No (Delete as appropriate)
Has an application made by you for registration of a voluntary or registered home, ever been refused?	Yes/No (Delete as appropriate)
Have you ever been prohibited from being a private foster parent?	Yes/No (Delete as appropriate)
Have you ever been refused registration to be a childminder or provider of day care, or had your registration as either of these cancelled?	Yes/No (Delete as appropriate)

Other Information

Do you have any holidays booked?	
How did you hear about us? It would assist us in monitoring the effectiveness of our advertising if you could indicate where you saw the post advertised or how you heard about us.	

Right to Work in the UK

You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview.

Data Protection

All information supplied on this form is subject to the provisions of the Data Protection Act 1988 and the information provided will be treated as confidential. It will be used in connection with human resources, monitoring and management purposes only.

We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC).

Declaration

Please read this carefully before signing.

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by Uwezo Care Services Ltd. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I consent to the processing of data supplied in this application form for the purpose of recruitment and selection. Information provided on this information form may be copied for use during the on-boarding process for engagement. The information form and other relevant information obtained will form part of S’s database record. I understand that

if I offer my services the information submitted on my information form will form the basis of my contract with Uwezo Care Services Ltd.

I authorise you to obtain references to support this application if I am offered this position. I will advise my chosen referees of your possible approach.

Signature:

Date:

Please return this form where directed or to info@uwezocare.co.uk marking it 'Confidential'.

Enclosed below: Our Equality and Diversity Monitoring Form. The information provided will be kept confidential and will be used for monitoring purposes. All information will be treated in the strictest confidence and will be separated from your application on receipt. It will not be seen by those involved in the assessment of your application.

Equality and Diversity Monitoring Form

Uwezocare services ltd has an Equal Opportunities and Diversity Policy and is committed to meeting the aims set out in the policy whilst recruiting the best applicant for the job, regardless of any factor other than the ability to do the job. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Your co-operation in its completion is therefore welcome and helpful but filling in this form is voluntary.

Gender

Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age

16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Bangladeshi Chinese Indian Pakistani Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Asian White and Black African White and Black Caribbean Prefer not to say

Any other Mixed or Multiple ethnic background, please write in:

White

British English Gypsy or Irish Traveller Irish Northern Irish Scottish Welsh Prefer not to say Any other White background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

The Disability Discrimination Act defines a “disabled person” as a person with “A physical or mental impairment, which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.” The following question on disability is designed to enable us to assess what action we might take to offer positive employment opportunities for people with disabilities.

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please state:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Asexual Bisexual Gay Heterosexual Lesbian Pansexual Undecided Prefer not to say If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh Prefer not to say If other religion or belief, please write in: