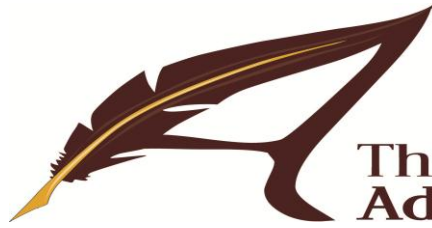


Form Assessed By:	Date:	Decision:



**The Appropriate  
Adult Service Ltd.**

Post Applied for:

## TAAS Job Application Form

Closing Date:

Interview Date:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink. **If completing electronically, please click on the grey boxes in each section.**

**Please send a copy of your up to date C.V to accompany this application.**

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

### Section 1 Personal details

Last Name:

First Name:

Address:


Postcode:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>:

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Can we contact you at work?

Yes  No

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes  No

**Driving Licence** – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes  No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

## Section 2 Present Employment

**Present Employment** (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Did you receive any redundancy payment or retirement benefit?

Yes

No

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector.

Name of Employer:

Address:

Position Held  
and start date:

Summary of duties:

Reason and date of  
leaving:

Name of Employer:

Address:

Position Held  
and start date:

Summary of duties:

Reason and date of  
leaving:

Name of Employer:

Address:

Position Held  
and start date:

Summary of duties:

Reason and date of  
leaving:

Continue on a separate sheet if necessary

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

**YOU WILL BE REQUIRED TO PROVIDE EVIDENCE OF ALL QUALIFICATIONS LISTED**

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details
<b>Membership of any Professional / Technical Associations- Please state level of Membership:</b>	

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

## **Section 6      Personal Statement**

### **Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements from the Job Description and Person Specification. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience. Please use up to three additional sheets of paper to complete this and write your name, job/role title and reference number on each additional sheet. Make sure you number them and attach them securely to your application form

**-- THESE MUST BE HANDWRITTEN --**

**Continue on a separate sheet if necessary**

## Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the 'Rehabilitation of Offenders Act 1974'?

Yes

No

If the answer to the question is 'Yes', please provide details of offences, penalties, dates and the country in which they occurred, or of allegations made against you, in a sealed envelope marked with your name, the post name and the job reference number. Attach this to your completed application form.

Do you have any unspent convictions, cautions, reprimands or warnings? Yes / No  
please give details / dates of offence(s) and sentence:

## Section 8 Protecting Children and Vulnerable Adults

### Disclosure and Barring Service (DBS) checks:-

All eligible posts in England involving work with vulnerable groups, including children, will require a Disclosure and Barring Service (DBS) check. This will be funded by the applicant.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act and is eligible, we will ask anyone who is provisionally offered a position/role for an up-to-date criminal record check from the DBS which may provide information about convictions, cautions, reprimands and final warnings which might otherwise be regarded as spent. If this is the case it will be clearly indicated in the advertisement and job description. The following information will be required if the post you are applying for has a requirement for a Criminal Records Bureau police check.

If you have lived, studied or worked overseas in the last five years for a period of three months or longer you will be required to obtain a Certificate of Good Repute (also referred to as a Statement of Good Conduct) from the national embassy of the country/countries you have resided in to verify that you did not receive any convictions whilst living there. We would only expect an applicant to arrange for a Certificate of Good Repute after an offer of employment is made. The cost of this would be met by the applicant.

### Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

## Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. (See Guidance Notes).

Do you have a disability which is relevant to your application?

Yes

No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes  No

If yes, please give details:

## Section 10 Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

## Section 11 References

Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner are not acceptable. If you have not been previously employed, a suitable character reference can be used.

If the post you are applying to involves work with vulnerable groups, including children and you have worked in these sectors previously, one reference must be able to make reference to your work with vulnerable groups, including children. References will be checked and verified before any candidate is invited to interview.

References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N <sup>o</sup> :	<input type="text"/>	Telephone N <sup>o</sup> :	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

This referee to be approached prior to the interview?

This referee to be approached prior to the interview?

## Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

F. I do not wish to provide this information



## Section 12 Recruitment Monitoring Form continued

### Gender

Male

Female

### Disability

Disability is defined as “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”.

Do you consider yourself disabled?

Yes

No

If yes, please give details:

----------------------

### Present Status

Internal Applicant

External Applicant

### Age Group

18-25

26-35

36-45

46-55

56-65

66-70

Over 70

### Media

Please state where you saw this post advertised

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### For Office Use Only:

Start Date:


## Section 13 Declaration

### A. Relatives/Other Interests

TAAS does not bind itself to appoint any applicant.

Are you related to or do you have a close personal relationship with any employees at TAAS

Yes

No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by TAAS in the role for which you have applied?

Yes

No

If yes, please detail on a separate sheet.

### B. Statement to be Signed by the Applicant

TAAS is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I acknowledge that TAAS may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.**

**By signing this declaration you are agreeing with the statements below, which may be referred to in the future.**

**I hereby certify that:**

- All the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information.
- I have not attempted to influence an employee of (TAAS) in connection with this application.
- I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated.
- I give consent for (TAAS) to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998.
- I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within six weeks of the closing date. Unfortunately applicants who do not hear from TAAS must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card.

TAAS undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

## RETURNING THIS FORM



### By Hand or Post:

Human Resources  
The Appropriate Adult Service Ltd  
Barnstones Business Park  
Grimscote Road  
Litchborough  
Northamptonshire, NN12 8JJ

### By E-Mail:

hr@theappropriateadultservice.org.uk

### Enquiries:

Telephone: 01327 831909  
Fax: 01327 831360

## T.A.A.S. AVAILABILITY TIMES

DATE	NAME:				
Station	Please indicate which sessions you are looking to cover with 'X' or certain days you can cover				
London	M-F 08:00-13:00	M-F 13:00-17:00	M-F 17:00-00:00	M-F 00:00-08:00	Weekends
<i>Example (Mark with 'X')</i>		X	M, Tu ONLY	X	X
Acton					
Bexleyheath					
Bromley					
Brixton					
BTP Islington					
Croydon					
Bishopsgate					
Colindale					
Edmonton					
Fresh Wharf					
Forest Gate					
Hammersmith					
Holborn					
Islington					
Kingston					
Lewisham					
Leyton					
Plumstead					
Romford					
Sutton					
Shoreditch					
Stoke Newington					
Wembley					
BTP Whitfield Street					
<b>Hertfordshire</b>					
Hatfield					
Stevenage					
<b>Midlands</b>					
<b>Nottinghamshire</b>					
Bridewell					
Mansfield					
Newark					

<b>Midlands cont...</b>	<i>M-F 08:00-13:00</i>	<i>M-F 13:00-17:00</i>	<i>M-F 17:00-00:00</i>	<i>M-F 00:00-08:00</i>	Weekends
<b>Leicester</b>					
Beaumont Leys					
Euston Street					
Keyham Lane					
<b>Derbyshire</b>					
St Mary's Wharf					
<b>Lincolnshire</b>					
Boston					
Grantham					
Lincoln City					
Skegness					
<b>Warwickshire &amp; West Mercia</b>					
Hereford					
Kidderminster					
Leamington Spa					
Nuneaton					
Shrewsbury					
Telford					
Worcester					
<b>North</b>					
<b>East Riding of Yorkshire</b>					
Bridlington					
Scunthorpe					
<b>Merseyside</b>					
Birkenhead					
Bootle					
Liverpool, St. Annes St.					
St. Helens					
<b>Durham</b>					
Bishop Auckland					
Darlington					
Durham					
Peterlee					
<b>Cumbria</b>					
Barrow					
Carlisle					
Kendal					
Workington					
<b>Wales</b>					
St. Asaph					
Wrexham					
<b>South</b>					
<b>Hampshire</b>					
Aldershot					
Basingstoke					
Fareham					
Lyndhurst					
Portsmouth					
Southampton					
Waterlooville					

<b>South cont...</b>	<i>M-F 08:00-13:00</i>	<i>M-F 13:00-17:00</i>	<i>M-F 17:00-00:00</i>	<i>M-F 00:00-08:00</i>	<i>Weekends</i>
<b>Isle of Wight</b>					
Newport					
<b>Jersey</b>					
St. Helier (CI)					
<b>Sussex</b>					
Brighton					
Chichester					
Crawley					
Eastbourne					
Hastings					
Worthing					

*N.B. We may require you to attend other stations 'ad-hoc' when requested by the various police forces across the country that does not feature in our list of 'main stations', but will be within the same county / district from where you are based.*