

**BRAIN INJURY SERVICES LTD**

**SUITE 11 & 12, 18C HIGH STREET, BATTLE, EAST SUSSEX, TN33 OAE**  
**Tel: 01424 777928 Fax: 01424 773843**  
**email: admin@braininjuryservices.co.uk**

**APPLICATION FOR EMPLOYMENT ON BEHALF OF OUR CLIENT**

**(PLEASE WRITE CLEARLY IN BLACK INK AND IN CAPITALS)**

**APPLICATION FOR POSITION:**

**PERSONAL DETAILS**

Title: \_\_\_\_\_

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Date (month/year) since when you have lived at this address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Have you changed your nationality since birth?: \_\_\_\_\_

Do you have permission to work in the UK?: Yes\* / No

\*Proof will be required prior to any commencement of employment.

National Insurance No: \_\_\_\_\_

Work Permit No (if applicable): \_\_\_\_\_

Current Driving Licence: Yes/No                      Do you own a car? Yes/No

Means of transport to work: \_\_\_\_\_



**EDUCATION AND TRAINING**

Name of Secondary School/College/University/Hospital:	Dates		Subjects studied, courses taken, qualifications gained:	Date awarded
	From	To		

Membership of professional bodies: \_\_\_\_\_

\_\_\_\_\_

Registration/Enrolment Number: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Please write briefly your reasons for applying for a new appointment - your ambitions for your future career or any other information, which you think may be of relevant interest.

*Your salary expectations:*

**REFEREES**

Please give the particulars of two people who we would approach as referees. One should be your current/most recent employer, and the other a person who knows you well enough to give us a character reference. **Relatives are not permitted.**  
No approach will be made until your acceptance of an offer of employment is received.

Name/Address/Email (**Employer**)

Name/Address/Email (**Character**)

What period of notice must you give your current employer? \_\_\_\_\_

*I confirm that the information given in this form is correct.*

*Signature:*

*Date:*

*Print Name:*

*Brain Injury Services Ltd acts on behalf of individual employers and is not a care or nursing agency*

## DISCLOSURE

- As the position for which you are applying involves working closely with vulnerable adults, we are permitted to request that the successful applicant apply to the Criminal Records Bureau for an Enhanced Disclosure. This will provide any information held about the applicant that will assist us in assessing the applicant's suitability for the present position. This will be made through BIS Ltd at the Employer's expense.
  - Our Policy Statement on the Recruitment of Ex-Offenders is enclosed, and the staff at Brain Injury Services will be happy to answer any questions you may have on this matter.
  - Further information about the Disclosure scheme is also available at '[www.disclosure.gov.uk](http://www.disclosure.gov.uk)'.
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### ***Policy Statement on the Recruitment of Ex-Offenders***

- As an organisation using the Disclosure & Barring Service DBS (Formally CRB) service to assess applicants' suitability for positions of trust, *Brain Injury Services* complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- *Brain Injury Services* is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, and responsibilities for dependants, age, physical/mental disability, or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and we welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. If the applicant prefers, this information may be sent under separate, confidential cover to a designated person within *Brain Injury Services*, and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
- *Brain Injury Services* will only ask questions about "unspent " convictions as defined in the Rehabilitation of Offenders Act 1974, **unless** the nature of the position is covered by an Exceptions Order to the above act allowing us to ask questions about your entire criminal record.
- We ensure that all those in *Brain Injury Services Ltd* who are involved in the recruitment process are suitably trained and receive appropriate guidance in identifying and assessing the relevance and circumstances of offences with regard to the relevant legislation relating to the employment of ex-offenders.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- The present policy statement is made available to all Disclosure applicants at the outset of the recruitment process, and we make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice. A copy of the DBS Code of Practice can be found on the Home Office website by following this link:

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

## **CONVICTIONS**

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order of 1975 and subsequent amendments, the job for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 and as such spent convictions must be disclosed.

From 29 May 2013, the DBS will be removing certain specified old and minor offences from criminal record certificates issued from this date.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/207598/Filtering_guidance_v1_2.pdf).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/207598/Filtering\\_guidance\\_v1\\_2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/207598/Filtering_guidance_v1_2.pdf)

Do you have any spent or unspent convictions, cautions, reprimands or final warnings which would *not* be filtered in line with current guidance? **YES / NO** (delete as appropriate)

If YES, please give details on a separate sheet. If you prefer, you may send details under separate confidential cover to the Managing Director at Brain Injury Services Ltd.

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

*I confirm that the information is correct.*

Signature:

Date:

Print Name:

### Data Protection Act 1998

The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the company's systems.

## EQUALITY & DIVERSITY

Brain Injury Services Ltd. wants to meet the aims and commitments set out in its equality policy. 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.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

**Gender** Male  Female  Prefer not to say

**Are you married or in a civil partnership?** 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

#### ***White***

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

#### ***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say  Any other mixed background, please write in:

#### ***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

#### ***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean 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?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

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?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual   
Prefer not to say  If other, 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:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)  Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say

*I confirm that the information is correct.*

*Signature:*

*Date:*

*Print Name:*