



# Application Form

To be completed in **typed form** or in your own handwriting in **black ink**

Only applications that are completed **in full** including will be considered. We do not accept photographs as a form of application. Completed applications are to be submitted to: [recruitment@creativesupport.co.uk](mailto:recruitment@creativesupport.co.uk)

**We can only accept applications from candidates who are located within the UK, are eligible to work and can provide a reference from a UK based employer that they have been directly employed by for a minimum of three months (work for an agency does not qualify). We do not accept applications from candidates on Skilled Worker VISAs or those with less than 8 months entitlement remaining.**

<b>Post Applied For:</b>		<b>Reference No:</b>	
<b>Where did you find this vacancy?</b> <small>If from current employee of Creative Support, please state name)</small>	<input type="checkbox"/> Company Website <input type="checkbox"/> Jobcentre <input type="checkbox"/> Guardian <input type="checkbox"/> Charity Jobs <input type="checkbox"/> Reed <input type="checkbox"/> Indeed <input type="checkbox"/> Totaljobs <input type="checkbox"/> Job Fair/Event <input type="checkbox"/> Other (State)		
<b>Preferred Client Group and Hours:</b>	<input type="checkbox"/> Mental Health <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Other <input type="checkbox"/> Older People <input type="checkbox"/> No Preference <input type="checkbox"/> Office	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
<b>Have you a current in-date DBS Certificate?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Registered for the DBS update service?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you 18 Years Old or Above or due to turn 18 within the next three months?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Have you previously or do you currently work with Creative Support?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Personal Details			
<b>Title:</b>		<b>First Name:</b>	
		<b>Surname:</b>	
<b>Address:</b>			
		<b>Post Code:</b>	
<b>Email Address:</b>			
<b>Mobile No:</b>		<b>Home No:</b>	
<b>Car Driver:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Car Owner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>No. Endorsements on License:</b>			
<b>Are you a UK or EU/EEA national?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If not can you provide proof of permission to work in the UK?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you cannot provide proof of permission to work in the UK we cannot accept your application Permission to Work must be detailed fully and accurately for non-UK National Citizens			
<b>Right to Work Visa Type:</b>		<b>Share Code:</b>	
<b>Date of Birth:</b> <small>Required for Share Code</small>		<b>Visa Expiry Date:</b>	
		<b>Hours Permitted:</b>	
We will require sight of the documentation which confirms that you are permitted to work in the UK We may need to take a copy of the document to carry out checks to authenticate it			

<b>Employment History</b>	<b>Present or most recent employment (paid or unpaid)</b> This includes any roles prior to moving to the UK (if applicable) – 10yrs employment history if possible			
<b>Employer Name, Address &amp; Phone No:</b>				
		<b>Post Code:</b>		<b>Self Employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Job Title &amp; Hours per week:</b>				<b>Salary:</b>
<b>Date Employed From:</b>		<b>Date Employed To:</b>		
<b>Outline Your Duties and Responsibilities:</b>				
<b>Notice Period:</b>				
<b>Reason for Leaving:</b>				
<b>Additional Work History</b>	<b>List in chronological order your most recent employers including temporary, casual and short term jobs</b>			
<b>Employer Name, Address &amp; Phone No:</b>				
		<b>Post Code:</b>		<b>Self Employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Job Title &amp; Hours per week:</b>				<b>Salary:</b>
<b>Date Employed From:</b>		<b>Date Employed To:</b>		
<b>Outline Your Duties and Responsibilities:</b>				
<b>Notice Period:</b>				
<b>Reason for Leaving:</b>				

Employer Name, Address & Phone No:				
		Post Code:		Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title & Hours per week:				Salary:
Date Employed From:		Date Employed To:		
Outline Your Duties and Responsibilities:				
				<b>Notice Period:</b>
<b>Reason for Leaving:</b>				
Employer Name, Address & Phone No:				
		Post Code:		Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title & Hours per week:				Salary:
Date Employed From:		Date Employed To:		
<b>Outline Your Duties and Responsibilities:</b>				
				<b>Notice Period:</b>
<b>Reason for Leaving:</b>				
Employer Name, Address & Phone No:				
		Post Code:		Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title & Hours per week:				Salary:
Date Employed From:		Date Employed To:		
Outline Your Duties and Responsibilities:				
				<b>Notice Period:</b>
<b>Reason for Leaving:</b>				

Gaps in Employment		Detail all periods when you have not been in employment			
Date From:		Date Till:		Reason:	
Date From:		Date Till:		Reason:	
Date From:		Date Till:		Reason:	
<p align="center"><b>Have you ever been dismissed from a previous post, failed to complete a probationary period or had any employment contract terminated for any reason including redundancy? If so, please detail below</b></p>					
<p align="center"><b>Have you been subject to disciplinary action in your current or any previous posts? Including being the subject of any current or previous disciplinary process not concluded. If so, please detail below</b></p>					
<b>Voluntary Work Experience:</b>					
<b>Languages Skills:</b> Spoken fluently and those you have a good working knowledge of					
About You	<b>Tell us why you are applying for this post and why you want to work for Creative Support?</b>				
<p align="center"><b>Do you have any restrictions in your availability?</b> See the Job Description for required working hours</p>					

Education History		Detail your full educational history including any additional vocational qualifications	
<b>High School Name:</b>			
Date Attended From:		Date Attended To:	
<b>Qualifications Achieved:</b>			
<b>College Name:</b>			
Date Attended From:		Date Attended To:	
<b>Qualifications Achieved:</b>			
<b>University Name:</b>			
Date Attended From:		Date Attended To:	
<b>Qualifications Achieved:</b>			
<b>University Name:</b>			
Date Attended From:		Date Attended To:	
<b>Qualifications Achieved:</b>			
Professional Membership of Registered Bodies		Date Awarded:	
Name of Professional Body and Level of Membership			
Registration No./Renewal Date (NMC Pin/HCPC)			
Other Qualifications: Including Care Certificate, Diplomas, NVQs and other work related qualifications			
College/Training Provider:			
Date Attended From:		Date Attended To:	
Other Vocational and Work Related Training:			

<b>Essential Supporting Information</b>	<b>Tell us about your personal values, life experience and experience/skills gained in previous jobs and how they are relevant to the role you are applying for?</b>
---	--

Please provide us with a full response referring to the job advert, job description and person specification for the role which outline the values, skills, knowledge, experience and personal qualities required

If you are unable to complete this section, you may not be shortlisted for the role

**We may use AI Generation Detectors to identify AI written content. AI content detected will result in your application being automatically withdrawn from consideration**

<b>Criminal Declaration Information</b>
Please note that all positions are subject to a DBS check. You will be asked to declare all criminal convictions, cautions, conditional charges, reprimands and any ongoing police investigations or proceedings in further detail if an offer of employment is made.

Have you ever been convicted of any <b>criminal offence?</b> <small>Including convictions, conditional discharges, cautions or reprimands</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently subject to any ongoing police investigation and/or court proceedings, including being placed on bail or in the process of being charged for any criminal conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently subject to a referral to the Disclosure and Barring Service (DBS) or have been placed on the DBS Barred list?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been referred to a professional/registration body (such as NMC, HCPC or Social Work England) in relation to misconduct or your fitness to practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say

References	<p><b>Please supply the names and addresses of a minimum of two professional referees who have agreed to provide a reference.</b></p> <p>It is essential that one of your referees must be your current or most recent employer and that your referee is/was your line manager or HR Department Not a colleague, relative or friend</p> <p><b>References must cover at least the past five years of employment history and are subject to verification checks to ensure authenticity</b></p>
------------	--

As a Social Care provider we are regulated by The Care Quality Commission (CQC). CQC reference requirements state that care providers must obtain references for persons employed to provide regulated activities. Specifically, the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 requires that providers keep certain categories of information about all employed persons, which includes references. This ensures that providers have sufficient information to assess the suitability of staff for their roles.  
Failure to provide the above can result in your application being withdrawn

REFERENCE ONE			
Current/Most Recent Employer	<b>Company:</b>		
Referee Name:		Position:	
Business Address:			
		Post Code:	
Email:		Telephone:	
<b>I consent that my referee may provide full relevant employment details to Creative Support:</b>		<b>SIGNED:</b>	

REFERENCE TWO			
Referee Details	<b>Company:</b>		
Referee Name:		Position:	
Business Address:			
		Post Code:	
Email:		Telephone:	
<b>I consent that my referee may provide full relevant employment details to Creative Support:</b>		<b>SIGNED:</b>	

REFERENCE THREE			
Referee Details	<b>Company:</b>		
Referee Name:		Position:	
Business Address:			
		Post Code:	
Email:		Telephone:	
<b>I consent that my referee may provide full relevant employment details to Creative Support:</b>		<b>SIGNED:</b>	

All referees will be contacted following notification of success at Individual Interview

<b>If you do not wish for your Referees to be contacted without prior notice, please tick here:</b>	
---	--

#### GDPR - DATA PROTECTION ACT

In accordance with the Act, you should be aware that the personal details submitted with this application form will be used only for selection and interview procedures; and for employment records if the application is successful.

#### DECLARATION

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_