

Dear Applicant,

 Thank you for your interest in working with us.

Insight was developed in 1991 and has developed an excellent reputation of delivering a person centered specialist behavioural service for adults with a learning disability and additional behaviours which challenge community services.

Insight is totally committed to offering people with learning disabilities and challenging behaviours, the opportunity to live within the community and which provides a home like environment.

Further to your enquiry, please find enclosed:

* Job description
* Insight’s ***Privacy Notice*** for job applicants
* Application Pack
* Equal Opportunities form

The equal opportunities form is an optional part of the application and therefore it is not compulsory to include these details. However in our endeavors to ensure that we maintain our equal opportunities policy, as an employer we include this section. If you choose to complete the equal opportunities form the information given will not affect your application and details will be treated confidentially. The form is filed separately to your application.

I would also like to take this opportunity to inform you that all staff working with vulnerable adults have to be screened with the Disclosure and Barring Service. This position is exempt from the “Rehabilitation of Offenders Act” and therefore, **you must declare on your application any or all convictions, cautions, conditional discharges or probation orders regardless of how long has elapsed between the offences and your application.**

We will also require two satisfactory references prior to starting, these will be applied for once you have been successful at the interview stage.

If you are successful in your application and are invited into the interview stage of our selection process you will be expected to provide two proofs of your current address, a current British passport or visa with regard to the right to work in this country, birth certificate and driving licensee if you have one.

If you have any questions about the job description or application form, please do not hesitate to contact us.

**The Application Process**

* Please complete the application form and return it to us either by post or by hand delivering to our head office at Aspley House, 204 London Road, Sittingbourne, Kent, ME10 1QA (if sending by post please make sure you attach two stamps on a large envelope)
* Please note that you must complete all sections on the application form, incomplete applications may not be short listed.
* Applications will be shortlisted for interview and if you are successful you will be invited to attend an interview.
* There are two stages to the interview process: the 1st stage is a formal interview held at the head office; the 2nd stage is a client interview taking place within the relevant home.
* If you are successful at both interviews you will receive two written offer letters, stating basic terms and conditions of your employment. One copy is for you to keep, the other copy is to be returned to us along with the other documentation attached to the offer letter.

Please note that all applicants must be legally entitled to work in the UK and be able to provide us with accepted documentary evidence before their start date.

If you have any queries, please contact the HR department on 01795 424823.

Yours faithfully,



Jo Webster

HR Officer

**INSIGHT SPECIALIST BEHAVIOURAL SERVICE LTD**

Providing residential care to adults with a learning disability and behaviours which challenge community services.

JOB TITLE: Opportunities Co-Ordinator

SALARY: £15,795.00 per annum (inclusive of unsocial hours, not inclusive of sleep-in pay)

FULL TIME HOURS: 37.5 per week plus a sleep-in duty. Hours are worked in accordance with a 2 weekly rota.

PART TIME HOURS: NEGOTIATED AT INTERVIEW.

TRAINING: You are required to attend all courses to comply with the National Care Standards Commission and as a requirement of your Contract for your employment with Insight. This will include NVQ at level 2 as a minimum requirement, Diploma or an equivalent qualification in care.

Responsible to and Reporting Pathway: The Team Leader/ Leading Co-Ordinator/Shift Leaders, person Centred co coordinators and or other persons as designated by the Partners.

LOCATION: Minster –on-Sea/ Teynham/ Walderslade/Sittingbourne, the location at which you will be situated and based with be negotiated at interview and is dependent on vacancy factors.

There may be occasions when you are required to work at another location (different to that negotiated at interview) this may be due to staff shortages and the need to provide support to other teams and service users to cover requirements as requested by either Partner, RHM, Team Leader or the On-call officer.

SUMMARY OF MAIN RESPONSIBILITY AND ACTIVITIES

To enable the people who live within the care of Insight the opportunities necessary to live as normal a life as possible; helping them to acquire the skills needed to live a fully participative lifestyle within the community. Demonstrating values and attitudes that are aligned with the organisations core value of person centred care.

To gain a comprehensive understanding of all Insight policies and procedures, and how they underpin working practices and promote organisational values. At all times to adhere to the requirements of regulations and legislation relating to residential care homes and the specific needs of the service user group.

Promote service users to be central to their care through Person Centred Planning (PCP) and to support them with the opportunity to have a voice, ensuring that this then enables service users to have choice and control over their lives and their care.

To provide Person Centred Active Support, drawing on communication skills suited to each service user. You will focus on providing service users with autonomy, rights, inclusion and choice, on a day to day basis throughout a range of activities and settings.

To participate in PCP meetings and to support the service user to achieve goals planned by the individual. This means that attendance at individual service user PCP meetings and reviews maybe necessary.

To use key principles of Positive Behavioural Support (PBS) when working with service users who display or are at risk of displaying behaviour which challenge services. The aim of PBS is to understand the communicative function of challenging behaviour presented, and provide sustainable management in which agreed strategies can reduce its occurrence over time. This will include a key focus on promoting suitable environments for service users, helping to teach new skills, and adhering to data led support plans. In line with PCP, you will adopt practices which respect service user individuality and their rights, reduce restrictive ways of working and provide conditions for personal growth.

To provide appropriate levels of support to enable service users to use local amenities and generic services and to participate in meaningful day to day activities involved in running an ordinary home (this will involve participation in leisure and social activities, for example swimming, adult education classes, rambling, snooker, cookery, theatres, cinema, etc.) To support service users in making choices and taking control in these areas of their lives as far as is possible. Arrange trips to leisure and recreational resources in the local area, which are both age appropriate and compatible with service user preferences and choices. Using personalised plans to identify these preferences and choices.

You will be expected to support service users to access their chosen activities/appointments using either the public transport system or the service vehicle.

You will be expected to debate and raise issues on behalf of the service users within the handover period, clinical and operations meetings, PCP meetings and at individual care plan reviews.

To undertake specified duty hours within the contracted hours in a flexible manner which facilitates service user’s needs.

To participate in sleep in duties as required. Sleep in duties are designed to provide on-site on call support to the waking night staff.

It is a vital part of this job role to promote a positive image of the service and service users within its care. There is an expectation that service users will be supported by the carer in such a manner that helps promote positive attitudes of people with a learning disability and their carer’s.

It is essential to assume the position that every person who lives within our service is a unique individual who possesses the ability to live a quality of life and develop their independent living skills and abilities. Therefore, you are expected to understand the service philosophy and core values which underpin all care plans. A key job role is in the ability to implement each element of the service user’s support plan in a person way, as advocated by Insight and current governance and guidance on providing care to vulnerable adults.

SPECIFIC RESPONSIBILITIES

You will be expected to contribute to the development of care plans and ensure that the service users thoughts, wishes and choices are considered when care planning is being reviewed or designed.

To seek advice and support from either the Registered Manager or PBS team when there is a need to alter care plans, behaviour support or agreed goals and objectives.

You will be expected to advocate on behalf of the service users, with particular reference to your key person, and to develop and establish a relationship of trust with family members or friends of the service user.

You will be expected to contribute to service user assessments, complete recording tools, and provide evidence to help evaluate the effectiveness of support provided. Completion and implementation of all specified behavioural programmes and care

plans are an important element of this post. Failure to do so may result in disciplinary action. Each care plan is a contract that must be adhered to by you the carer.

Keep accurate records and written statements/reports. You will be expected to complete records/charts and reports, these must be completed at the end of each shift worked or at the time of the incident, health and safety issue or behavioural chart etc.

To highlight any new behaviour or difficulty that becomes apparent, this is also applicable to risk areas, which must be reported immediately to the Registered Manger and in cases either Partner.

To make yourself available to become a key worker for a named service user if such a choice is made by the service user or as requested by the Registered Manager or PCP co-ordinator. As a key-worker you will liaise and co-ordinate service users individual care plans with other carers within the service alongside the Team Leader and Registered Manager, PBS team and Partners.

To assist in the safe management and accountability of both Insights petty cash and money belonging to service users. Additionally, assisting service users in increasing their level of independence and ability to manage their own money and finances.

To monitor GP, Dental and Chiropody visits. This is especially important if you have the role of a key worker. Ensuring regular check ups are arranged and appointments kept. To maintain reports within the PCP team following any clinical intervention or appointment.

Help maintain high standards of cleanliness and a homely environment. By preparing meals, shopping, cleaning and gardening alongside the people living within the service. You will be expected to undertake day to day tasks whilst assisting the service user to acquire independence and skills in caring for their home. This will mean that you are expected to engage in household cleaning tasks, for example laundry, cooking meals, cleaning kitchen and bathrooms etc.

To maintain a safe caring environment, being particularly aware of: fire, bathing, road, kitchen, poisonous substances and all other safety procedures relating to health and safety and known risks within the service.

To ensure that the health and safety policy is adhered to and that as an employee you are aware of your legal duties as defined in the Health and Safety Act.

To ensure that each service users privacy and dignity are safeguarded and their Human Rights are promoted where necessary.

Support staff will implement individual clients to complete their personal care routines which means that support staff are to engage in bathing/showering/shaving etc and attending to any personal care needs for any given client which may arise. The support in these personal tasks and intimate situations will be completed with dignity and discretion being afforded to the client.

Due to the nature of the service it must be noted that you may be subjected to challenging behaviour such as verbal and physical aggression. This risk is managed by implementing structured risk assessments and following guidance set out in behaviour support plans. In addition, training, supervision, HR and support from senior staff are also available to support staff.

You are required to have a willingness and capacity to learn about specific areas of care relating to the support of adults within a residential service which is specifically designed to support people who have a learning disability and behaviours which challenge services. This will involve the completion of an NVQ in care at a level 2 as a minimum in addition to the core subjects required by the commission of quality care.

CONFIDENTIALITY

All information relating to service users, their families or Insight business is of a strictly confidential nature. If breached this will be fully investigated and where appropriate will result in disciplinary action being taken.

DEGREE OF SUPERVISION

Both group and individual supervision meetings will be provided on a regular basis, this will be provided by the designated supervisor from within the service.

An initial probationary period of three months is attached to this post. An induction period of two weeks will take place which is extended in accordance with the needs of the employee and service user group.

Each shift will have an identified senior person on duty leading the shift. You will seek advice and support from this designated person. In addition to this lead person the Registered

Manager is available for advice and support and when this fails a member of the human resource team or Insight director should be contacted.

THIS JOB DESCRIPTION WILL BE REVIEWED FROM TIME TO TIME. INSIGHT RETAINS THE RIGHT TO ALTER THE CONTENTS WITHIN THIS DOCUMENT.

Reviewed 19.10.2016 JW & BR

 21/11/2017 JW

**Privacy Notice for Job Applicants**

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as prospective employees of our Company, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

1. **DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

* 1. processing is fair, lawful and transparent
	2. data is collected for specific, explicit, and legitimate purposes
	3. data collected is adequate, relevant and limited to what is necessary for the purposes of processing
	4. data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
	5. data is not kept for longer than is necessary for its given purpose
	6. data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
	7. we comply with the relevant GDPR procedures for international transferring of personal data
1. **TYPES OF DATA HELD**

We keep several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We keep this data in recruitment files relating to each vacancy and we also hold the data within our computer systems, for example, recruitment logs.

Specifically, we hold the following types of data:

1. personal details such as name, address, phone numbers;
2. name and contact details of your next of kin;
3. your photograph;
4. your gender, marital status, information of any disability you have or other medical information;
5. right to work documentation;
6. information on your race and religion for equality monitoring purposes;
7. information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter;
8. references from former employers;
9. details on your education and employment history etc;
10. driving licence;
11. criminal convictions.
12. **COLLECTING YOUR DATA**

You provide several pieces of data to us directly during the recruitment exercise.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Should you be successful in your job application, we will gather further information from you, for example, your bank details and next of kin details, once your employment begins.

1. **LAWFUL BASIS FOR PROCESSING**

The law on data protection allows us to process your data for certain reasons only.

The information below categorises the types of data processing we undertake and the lawful basis we rely on.

|  |  |
| --- | --- |
| **Activity requiring your data** | **Lawful basis** |
| Carrying out checks in relation to your right to work in the UK | Legal obligation |
| Making reasonable adjustments for disabled employees | Legal obligation |
| Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion | Our legitimate interests |
| Making decisions about salary and other benefits | Our legitimate interests |
| Making decisions about contractual benefits to provide to you | Our legitimate interests |
| Assessing training needs | Our legitimate interests |
| Dealing with legal claims made against us | Our legitimate interests |
| Preventing fraud | Our legitimate interests |

1. **SPECIAL CATEGORIES OF DATA**

Special categories of data are data relating to your:

* 1. health
	2. sex life
	3. sexual orientation
	4. race
	5. ethnic origin
	6. political opinion
	7. religion
	8. trade union membership
	9. genetic and biometric data.

We carry out processing activities using special category data:

1. for the purposes of equal opportunities monitoring
2. to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

1. you have given explicit consent to the processing
2. we must process the data in order to carry out our legal obligations
3. we must process data for reasons of substantial public interest
4. you have already made the data public.
5. **FAILURE TO PROVIDE DATA**

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

1. **CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of legal requirements to process this data.

1. **WHO WE SHARE YOUR DATA WITH**

Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

Data is shared with third parties for the following reasons: the processing of DBS checks, the administration of auto enrolment pension schemes, management of employee records, enrolment for career related qualifications and creating and managing E-Learning accounts.

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

1. **PROTECTING YOUR DATA**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

1. **RETENTION PERIODS**

We only keep your data for as long as we need it for, which, in relation to unsuccessful candidates, is six months to a year.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for nine months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

1. **AUTOMATED DECISION MAKING**

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

1. **YOUR RIGHTS**

You have the following rights in relation to the personal data we hold on you:

* 1. the right to be informed about the data we hold on you and what we do with it;
	2. the right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
	3. the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as ‘rectification’;
	4. the right to have data deleted in certain circumstances. This is also known as ‘erasure’;
	5. the right to restrict the processing of the data;
	6. the right to transfer the data we hold on you to another party. This is also known as ‘portability’;
	7. the right to object to the inclusion of any information;
	8. the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Chloe Briggs.

1. **MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

1. **DATA PROTECTION COMPLIANCE**

Our Data Protection Officer is:

Chloe Briggs

01795 424823, chloe.briggs@insightpartnership.org



Employment Application Form

PLEASE COMPLETE IN BLOCK CAPITALS

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|  |

Position applied for:

|  |
| --- |
| *TEYNHAM / MINSTER-ON-SEA/ WALDERSLADE/ SITTINGBOURNE* |

Location you are applying for (Please circle)

|  |  |
| --- | --- |
| Title |  |
| First Name |  | Surname |  |
| AddressPostcode |  |
| Home Telphone Number: |  | Mobile Number: |  |
| E-Mail Address |  |

|  |  |
| --- | --- |
| National Insurance Number |  |

|  |  |
| --- | --- |
| Do you require a permit to work inthe UK? | YES / NO |

|  |  |
| --- | --- |
| What is your 1st language? |  |
| Do you speak any foreign languages? If yes, which? | YES / NO  |

|  |  |
| --- | --- |
| Do you have a full current driving licence? | YES / NO |
| Details of any endorsements:  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you smoke? | YES / NO | If yes, how many per day? |  |

 **EMPLOYMENT HISTORY**

 Please supply your **lifetime** employment with your **current or most recent first**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company &Nature of Business | Employment DatesFrom To(month/year) | Job Title | Reason for leaving |
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 (**Please continue on a separate sheet where necessary)**

**EDUCATION/QUALIFICATIONS**

Please supply your **lifetime** educational history in chronological order (please continue on a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Place of StudySchool/College/university | Exams/Qualifications passed | Grade (if applicable) | DatesFrom | To |
|  |  |  |  |  |
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| --- |
| **Please supply details of any additional training credits/qualifications you have obtained:** |
|  |

|  |
| --- |
| Please give your reasons for applying together with details of any previous relevant experience, skills or  Knowledge and how they meet the requirements of the job:  |
|  |

|  |  |  |
| --- | --- | --- |
| Did you receive a Job Description with your application pack?  | **YES** | **NO** |
| If yes, have you read through and understood what your roles and responsibilities would be?  |
| Is there any part of the job role you feel you would be unable to participate in, envisage any problems with Or have any concerns about? |
| How did you hear about the position? |
| Please give details of any family, or other relationships with either clients or staff at Insight: |

**Convictions and “spent” convictions of a criminal nature**

**All insight employees are screened via the Disclosure and Barring Service prior to employment. Insight is exempt from the Rehabilitation of Offenders Act.**

|  |  |  |
| --- | --- | --- |
| Do you have any spent or unspent convictions, cautions, reprimands or warningsWhich are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) | YES | NO |
| If yes, please give details:  |

|  |  |  |
| --- | --- | --- |
| The Disclosure and Barring Service (DBS) has merged functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). Have you ever been entered on either the temporary or permanent DBS barred list previously known as the POVA (protection of vulnerable adults) or POVC (protection of vulnerable children) lists? | YES | NO |

**EMPLOYMENT REFERENCES**

 Please give details of two references, one of which should be your current or last employer

 (Professional reference) neither should be a relative. Two professional referees are preferable.

 **Referee 1:**

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
|  Position: |  |
| Full Address: |  |
| Telephone No: |  |
| Email Address: |  |
|  Is this reference: | (please circle) Professional/Personal  |

 **Referee 2:**

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
|  Position: |  |
| Full Address: |  |
| Telephone No: |  |
| Email Address: |  |
|  Is this reference: | (please circle) Professional/Personal  |

**Declaration**

I declare that the information given on this application form is true and correct. I accept that giving false information will disqualify me from being appointment or, if appointed, may result in my dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**Insight will reserve the right to terminate any offer of employment prior to or during employment, should this application from contain information later found to be false.**

**Equal Opportunities Monitoring Form**

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures.

We will separate this form from the application form, it will not form part of the selection process.

It is not mandatory for you to fill in this form.

Please tick appropriate boxes

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender** |  |  |  |  |  |  |  |  |  |  |  |  |
| Male |   | Female |   | Prefer not to say |   |  |  |  |  |  |  |
| If you are undergoing the process of gender re-assignment, please tick the box that applies |  |
| to your future gender. |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **What age group do you belong to?** |  |  |  |  |  |  |  |  |
| 18-25 |   | 25-35 |   | 35-45 |   |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 45-55 |   | over55 |  | prefer not to say |   |  |  |  |  |  |  |
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| **How would you describe your sexuality?** |  |  |  |  |  |  |  |  |
| Heterosexual/straight |  |  | gay man |   |  |  gay/lesbian |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| bi-sexual |   |  | prefer not to say |   |  |  |  |  |  |  |  |
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| **Do you consider that you have a disability?** |  |  |  |  |  |  |  |
| Yes |   | No |   | prefer not to say |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Do you have a disability as defined by the Disability Discrimination Act?** |  |  |  |
| Yes |   | No |   |  Prefer not to say |   |  I don't know |   |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Do you consider that you have a long-term health problem?** |  |  |  |  |  |
| Yes |   | No |   |  prefer not to say |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **How would you describe your religion?** |  |  |  |  |  |  |  |  |
| My religion or belief is |   |   |   |   |   |  |  |  |  |  |
|  |  |  |   |  |  |  |  |  |  |  |  |  |
| I have no religion |   |  |  |  |  |  |  |  |  |  |
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| prefer not to say |   |  |  |  |  |  |  |  |  |  |
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| **How would you describe you nationality?** |  |  |  |  |  |  |  |  |
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| British |   | English |   | Scottish |   | Welsh |   |  |  |  |  |  |
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| Irish |   | other (please describe) |   |   |   |   |   |  |  |  |
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| **How would you describe your ethnic origin?** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| White |   |  |  | White mixed |   |  white and black Caribbean |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| white and black African |   |  |  | White and Asian |   |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Any other mixed background (please describe) |   |   |   |   |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Asian |   | Indian |   | Pakistani |   | Bangladeshi |   |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Any other Asian background (please describe) |   |   |   |   |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Black Caribbean |   |  | Black African |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Any other black background ( please describe) |   |   |   |   |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chinese |   |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Any other ethnic group background (please describe) |   |   |   |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prefer not to say |   |  |  |  |  |  |  |  |  |  |
| Do you consider yourself to have a disability?  |  |  |  | YES / NO |  |   |  |  |  |  |  |  |
| Please give details of any adjustments you require:Thank you for your help. |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Guidelines for completing your application**

* Fill out all sections on the form, including full employment history, explaining any gaps in your history
* Any additional pages/sheets should have your name on the top of the sheet
* We will contact your referees after your job offer
* Please return your application form to:

HR

Aspley House

204 London Road

Sittingbourne

Kent

ME10 1QA

If you are sending in the post please make sure you have paid the adequate postage

* Convictions – for most jobs, the rehabilitation of Offenders Act 1974 (exemption Order 1975) provides you with the right not to disclose convictions for earlier offences, however we provide services to vulnerable people and therefore you must disclose any previous convictions, cautions, conditional discharges or probation orders no matter how long has elapsed between the offences and this application. Any information given, either on this form or at an interview, will be entirely confidential and will be considered only in relation to your application.
* Data Protection Act – This act states that information containing personal data must be obtained and processed fairly and lawfully and kept securely. The information supplied for your application will be treated with the strictest confidence and information kept on record will not be disclosed or used in contravention of the purposes for which it is disclosed.