

Please complete this application form in block capitals with a covering letter and return to: admin@wdsdp.co.uk by **5pm Tuesday 6th May 2025**

APPLICATION FOR:

PERSONAL INFORMATION	
Title: (Miss/Mr/Mrs/Ms/Dr etc)	
Surname:	
Previous surname:	
First names(s):	
Address:	
Post Code:	
Telephone number:	
Mobile number:	
Email address:	
National Insurance number:	
Do you have full current driving licence?	
Are you legally eligible for employment in the UK?	
Do you require a work permit to work in the UK?	
If you are deaf or hard of hearing person, please state your chosen method of communication.	
Do you consider yourself to be disabled?	
How did you know about this job?	

Please give details of your education

From Month	To & Year	Name and address of school/ college/ University etc	Qualification & Grade

YOUR EMPLOYMENT DETAILS

Please list all your current job(s) (or if not currently employed, your most recent job and employer)

Title of your current or most recent job: _____

Dates		Job title, duties/experience, reason for leaving	Name and address of employer
From	To		
Most recent first			
Continue on a separate sheet if necessary			

Have you had any care/support orientated work experience? If yes, please give details.

What have you been doing for the last few years? We are not only looking for previous employment, caring for an older parent or relative or even a family of young children can provide valuable experience.

What are your interests?

What do you do in your spare time (include interests/ voluntary work even though they may not seem relevant to care work)?

Do you hold current and valid U.K. driving licence (or equivalent)

YES

☐

NO

☐

Would you be willing to use your car for work?

YES

☐

NO

☐

Specialised Community Workers is often active and varied. Please consider the requirements of the position and give details of your medical history, which may need to be considered when applying for this post.

Person specification:

Please tell us anything else about yourself that you feel is relevant to this job that may support your application. How do you feel that you meet the requirements outlined in the Job Description and Personal Specification.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. These posts will include working with children and vulnerable adults. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for position for which the order applies.

Have you had any previous convictions or cautions?

YES

☐

NO

☐

If **yes**, then please give details of offences and sentences, including any cautions.

I understand that it is my responsibility and duty as the candidate, that if I am invited for interview, to disclose any information to the panel regarding criminal convictions, as I understand that the position I have applied for may be to work with children or vulnerable adults.

Signed

Date

References: Please give name and address of two Professional people (not relatives), who will be contacted by us to give a reference e.g. employer, former employer etc.

One of these **MUST** be from your **current** or **most recent** employer.

Current/ most recent employer's name	
Position/ Job Title	
Name and address of Company	
Postcode	
Telephone	
Email	
How long have you known this referee?	

Name	
Position/ Job Title	
Name and address of Company	
Postcode	
Telephone	
Email	
How long have you known this referee?	

APPLICANT'S STATEMENT

1. The information I have given on this form and any attachments with my application is correct and true.
2. I have given the information on the form in confidence. (WDSDP will not disclose the information to anyone else.)
3. I realise that I may be asked to provide proof of references and qualifications.
4. I am prepared to take a medical examination if WDSDP so requires.
5. If I am offered employment, I understand that this will only be confirmed when references have been received by WDSDP that are satisfactory to them.
6. I am prepared to allow WDSDP to undertake all levels of investigation they feel appropriate regarding their requirements under the Police Act 1997 and Disclosure and Barring Service, as required, and that if the information gained is not considered satisfactory to WDSDP when received, I could be dismissed.
7. By signing this statement, I give explicit consent for all information gathered during my application to be recorded and held by WDSDP as sensitive personal data under the terms of the Data Protection Act 1998.
8. I am aware that any false statement given on this form may mean that I will not be offered the post or, if I have already started working for WDSDP, I could be dismissed.

Signed

Date

INTERVIEWS

Should you be called for interview please ensure you bring with you one of the following:

- A passport confirming British Citizenship, or EEC Nationality or which shows that you are otherwise entitled to live and work in the U.K.

OR

- A valid document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government Agency.

TOGETHER WITH

- A full birth certificate confirming birth in the U.K., Ireland, Channel Islands, or the Isle of Man.

If you are unable to provide the above, please contact WDSDP immediately.