Position subject to enhanced disclosure from DBS
APPLICATION FORM
CONFIDENTIAL WHEN COMPLETED

EQUAL OPPORTUNITIES

VCare24 is an equal opportunities employer and is committed to promoting equality, diversity and inclusion. All applicants will be treated fairly and without discrimination in accordance with the Equality Act 2010.

1: JOB DETAILS:

Post Applying For .....

Where did you hear of the post? .....
Why are you applying for this job? And what attracted you to the vacancy?.....
Did you receive the company information pack? Yes/No.....

2: PERSONAL INFORMATION

First Name:.....

Surname: .....

Maiden Name/Previous Name (If Applicable):.....

Home Address: .....
.....
Postcode:.....

Correspondence Address: (if different from above).....

.....

Telephone Number – (Daytime/mobile) .....

Telephone Number (Evening).....

Email Address:.....

National Insurance Number:.....

Are you aged 18 or over? YES/NO
For regulated children's services roles requiring minimum age requirements

Do you currently have the legal right to work in the UK? ☐ Yes ☐ No

If successful, you will be required to provide evidence of your right to work in the UK in accordance with Home Office requirements.

Driving Licence / Role Requirements
Do you hold a current valid UK driving licence? ☐ Yes ☐ No

If yes, please indicate licence type:
☐ Manual
☐ Automatic only

Have you held your driving licence for more than 12 months? ☐ Yes ☐ No

Do you have any current or previous driving-related convictions, endorsements, disqualifications, or pending prosecutions, including but not limited to drink driving, driving without insurance, dangerous driving, or driving whilst disqualified?
☐ Yes ☐ No

If yes, please provide full details, including the offence, date, outcome, and any penalties imposed:
……...

……...

Are there any restrictions, medical conditions affecting your fitness to drive, or other matters that may impact your ability to safely carry out driving duties associated with this role?
☐ Yes ☐ No

If yes, please provide brief details: ……..

Please note that the disclosure of a conviction will not automatically prevent employment. Any driving convictions, endorsements, disqualifications, or pending prosecutions disclosed will be reviewed in relation to the requirements of the role, our duty of care obligations, and our motor insurance provider's eligibility criteria. Certain convictions, including but not limited to drink driving and driving without insurance, may need to be referred to our insurer for consideration.

3: EDUCATION AND QUALIFICATIONS - from the age of eleven onwards

From	To	Name & Address of School, College University	Full or Part-time	Qualifications gained and Grades

MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Level of Membership	Year of Award

TRAINING - this includes government training schemes, apprenticeships, short courses, projects, trade and professional training.

Course Title	Organisation	From	To

4: EMPLOYMENT HISTORY:

Please provide a complete chronological employment history from leaving full-time education to the present day, including:

- All paid employment
- Agency work
- Self-employment
- Voluntary work
- Periods of unemployment
- Career breaks
- Travel
- Full-time education or training

All gaps in employment and activities of one month or more must be fully explained

Name & Address of Employer Nature of Business	From (Exact dates)	To (Exact dates)	Position Held/Duties and Achievements	Reason for Leaving and Salary/Gaps

5: SUPPORTING INFORMATION: - please mention any specific skills, experience and achievements you can offer which meets the requirements of the job description and person specification. These skills/experience/achievements may have been gained in your current or previous employment, education, training, domestic activities, voluntary work, leisure interests etc. (cont. on a separate sheet if necessary).

6. REFEREES Please provide details of **two referees**, including their name, job title, organisation, email address and telephone number. **One referee must be your current or most recent employer. Where applicable, one referee should be from a relevant Health and Social Care or Education setting.**

Referee 1 – Current or Most Recent Employer

Referee 2 – Health and Social Care / Education Employer (if applicable)

1. CURRENT/OR MOST RECENT EMPLOYER **Name**	**2. HEALTH AND SOCIAL CARE/EDUCATION EMPLOYER (IF APPLICABLE)** **Name** ....
Job Title	Job Title ....
Email Address	Email Address ....
Tel No:	Tel No: ....
Occupation	Occupation ....
Relationship to Applicant	Relationship to Applicant ....

How long has the Referee known you?	How long has the Referee known you? ....

Please note that the above-named people should not be relatives. The company reserves the right to contact any of the employers listed under previous employment if it is considered necessary.

7: CRIMINAL CONVICTIONS and DBS Declarations

This role is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to disclose convictions and cautions that are not protected under current DBS filtering rules. Having a criminal record will not necessarily prevent appointment. Each case will be considered on its merits in accordance with VCare24's Recruitment of Ex-Offenders Policy.

REHABILITATION OF OFFENDERS ACT

This role is exempt from the Rehabilitation of Offenders Act 1974 and the associated Exceptions Orders. Applicants must disclose any convictions, cautions or other matters that are not protected under current DBS filtering rules. A criminal record will not automatically prevent appointment and will be considered fairly in line with VCare24's Recruitment of Ex-Offenders Policy.

Criminal Convictions and Proceedings

Do you have any convictions, cautions, reprimands, final warnings, or pending criminal investigations, prosecutions or court proceedings that are not protected under current DBS filtering rules? Yes / No
If yes, please provide full details, including dates, outcomes and any relevant circumstances.
.....
.....
.....

8: SAFEGUARDING & SUITABILITY

Barred List Declaration

Are you currently barred from working with children or vulnerable adults? ☐ Yes ☐ No

Have you ever been subject to a barring order or prohibition? ☐ Yes ☐ No

If yes, provide details and outcomes

Safeguarding Investigations

Have you ever been subject to a safeguarding investigation by an employer, local authority, regulatory body or professional body? ☐ Yes ☐ No

If yes, provide details and outcomes

Professional Conduct

Have you ever had restrictions placed on your professional registration, licence or membership of a professional body? ☐ Yes ☐ No

Have you ever been dismissed, resigned, or left employment whilst under investigation for misconduct, safeguarding, capability or disciplinary concerns? ☐ Yes ☐ No

If yes, provide details and outcomes

Social Care / Education Regulatory Matters

Have you ever been investigated by any of the below? ☐ Yes ☐ No

If yes indicate which one is relevant

Ofsted
CQC
Social Work England
Teaching Regulation Agency
Nursing and Midwifery Council
Any equivalent professional or regulatory body

Overseas Checks

Have you lived or worked outside of the UK for 12 months or more in the last 10 years? ☐ Yes ☐ No

If yes, provide countries, details and dates

Childcare Disqualification (where applicable)

Are you aware of any reason why you maybe disqualified from working with children under the current legislation or barred regulated activity Yes/No

If yes provide details

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal when the discrepancy comes to light

Relationships and Conflicts of Interest

Do you have any relatives, close friends or personal relationships currently employed by VCare24 or any other associated companies?

Are you aware of any conflict of interest which may affect your employment?

If yes provide details

"I understand that VCare24 and any other associated group companies is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. I confirm that I am not aware of any matter which would render me unsuitable to work in a position of trust with children, young people or vulnerable adults. I understand that any false, misleading or omitted information may result in the withdrawal of an offer of employment or dismissal if appointed."

Name:……..

Signed:…….

Date:……

Subject to satisfactory pre-employment checks, what is the earliest date you would be available to commence employment?

.....

9. DECLARATION

GDPR

Your personal data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Information collected through this application will be used solely for recruitment purposes. Further details are contained in the VCare24 Privacy Notice.

DECLARATION

I declare that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any false, misleading or omitted information may result in the withdrawal of an offer of employment or, if appointed, disciplinary action up to and including dismissal.

I understand that my personal information will be processed for recruitment purposes and handled confidentially in accordance with applicable data protection legislation.

Applicant Name: _____

Signature: _____

Date: _____

Interview Availability

If shortlisted, please advise of any dates on which you would be unavailable to attend an interview:

Occupational Health

A health questionnaire will only be issued after a conditional offer of employment has been made.

Data Retention

Unsuccessful applications will normally be retained for up to 6 months and then securely destroyed, unless consent is provided for inclusion in a talent pool.

Submission of Application: Please return your completed application form to:

HR Department
VCare24 Ltd
Unit 10, Halifax Way
Pocklington Industrial Estate
York, YO42 1NP
Email: **admin@vcare24.co.uk** **Recruitment@vcare24.co.uk**

Please note that CVs will not be accepted in place of a completed application form. The information pack relating to the organisation and role should be read alongside this application form.