



**Social Life Opportunities (SoLO)**  
 38 Walnut Close  
 Chelmsley Wood  
 Birmingham  
 B37 7PU  
 0121 779 3865  
 info@sololifeopportunities.org  
 www.sociallifeopportunities.org

**Application Form**  
 Please complete this form electronically using electronic signature and submit saved copy to [recruitment@sololifeopportunities.org](mailto:recruitment@sololifeopportunities.org)

SoLO takes your privacy very seriously, and we will only use the data collected on this form to enable us to deliver a safe and high quality service. The information will be shared only on a need to know basis and with your permission. Your data will be stored in password protected systems or secure storage. If at any time you wish to withdraw your consent for us to hold this data, you may do so by contacting us either by phone, email or letter.

<b>Name:</b>					
<b>Address:</b>					
<b>Home Telephone Number:</b>					
<b>Mobile Number:</b>					
<b>Email address:</b>					
<b>Car Driver</b> <i>Delete as applicable</i>		Yes		No	
<b>Business Insurance</b> <i>Delete as applicable</i>		Yes		No	
<b>Endorsements</b>		Yes		No	
<b>Position Applied for:</b> <i>Please tick applicable</i>			<b>Support Worker</b>		
<b>Full Time</b>		<b>Part Time</b>		<b>PA</b>	<b>Supported Living</b>
				<b>Daytime Services</b>	<b>Children's</b>
<b>Where did you learn about this vacancy?</b>					
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?			Yes		No
If YES, please give full details.					
Are you subject to any restrictions or covenants which might restrict your working activities?			Yes		No
If YES, please give full details					

Are you willing to work overtime and weekends if required?	Yes	No	
Please give details of any hours which you would not wish to work:			
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	Yes	No	
If YES, please give full details:			
Have you ever worked for this business before?	Yes	No	
Are you related to any person employed by this business?	Yes	No	
If YES, please give full details:			
Have you applied for employment with this business before?	Yes	No	
Do you need a work permit to take up employment in the UK?	Yes	No	
How much notice do you need to give current employer?			
Education			
Details of establishment attended	Dates		
Qualifications <i>(please show most recent first)</i>			
Date	Qualification	Grade	
Previous Employment <i>(please show most recent first)</i>			
Date	Name and address of employer	Details of position	Reason for leaving
Details of relevant training course			
Date			

### Evidence of how you meet the person specification

Please use the job profile to complete this part of the application form. It is important to give examples of when you have demonstrated that you meet the criteria for each of the key accountabilities and the 'need to do/know/be' areas of the job profile. (Please complete

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### Details of any voluntary experience

Date	Details

### PERSONAL REFEREES (references are followed up after interview)

Please provide the names, addresses and email details of two people (not relatives) who know you well and to whom a reference request can be made.

Please note: One reference should be from a current or most recent employer, which should come from a business email address, be on company headed paper or with a company stamp. In the case of a personal reference, they should have known you for at least 12 months.

Referee 1	Referee 2
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Email address:</b>	<b>Email address:</b>
<b>Phone No:</b>	<b>Phone No:</b>
<b>How long have you known them and in what capacity?</b>	<b>How long have you known them and in what capacity?</b>

The information provided in this form is to my knowledge correct.

Signed:

Name:

Date:

## Statement of Requirement for Disclosure and Barring Service

### Disclosure of Criminal Convictions – DBS check

As this post involves working with children/vulnerable adults it is subject to a criminal record check.

#### Candidates

The candidate will be asked to complete and sign a Disclosure Application Form and provide evidence of identification. The Disclosure Form will be checked under the procedures of the Criminal Records Bureau and you will be issued with a copy of a certificate advising of the outcome.

#### Code of Practice on the use of disclosure information

The Code of Practice is intended to ensure that the information released will be used fairly and to ensure that sensitive personal information is handled and stored appropriately. If the Disclosure reveals a criminal history, where appropriate it will be discussed with the candidate before an appointment decision is made, but the fact that a person has a criminal record does not automatically render him or her unsuitable for work with children/vulnerable adults. A person's suitability will be looked at as a whole in the light of all the information available.

#### GDPR (General Data Protection Regulation)

Due to the changes within data protection giving people back control of their personal data we need to ensure you have read and understand the privacy policy concerned.

Before we can process your DBS you will need to have read the privacy policy via the link below

<https://www.gov.uk/government/publications/dbs-privacy-policies>.

I have read the Standard/Enhanced check Privacy Policy for applicants and I understand how DBS will process my personal data and the options available to me for submitting my application.

Signed:
Name:
Date:

<b>Checklist of documents required at interview</b>	
1	Passport
2	Driving Licence
3	Car insurance if used for business
4	MOT
5	Certificates for qualifications
6	Proof of residence for DBS (household bill or bank statement)
7	Birth or marriage certificate for DBS
8	Proof of citizenship or visa if necessary for Right to Work

## Staff Equal Opportunities Monitoring Form

This Information will be kept solely for monitoring purposes

White British	Indian Pakistani
White-Irish	Bangladeshi
White-Other*	Asian-Other*
Chinese	Black Caribbean
Mixed White/Black Caribbean	Black African
Mixed White/Black African	Black Other*
Mixed White/Asian	Other*
Mixed Other*	

*Please Specify or advise if you prefer not to say	
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The Disability Discrimination Act states that disability can be physical, sensory or mental and includes conditions such as epilepsy and diabetes which are controlled by prescribed medication. It must be substantial and have a long-term effect (that means the disability must last or be expected to last for 12 months)

Do you feel you have a disability under this definition?

Yes  No

