

APPLICATION FORM

Please complete this form and submit to 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.

PERSONAL DETAILS

Name			
Address			
Home Telephone Number			
Mobile Number			
Email Address			
Car Driver <i>select applicable</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Business Insurance <i>select applicable</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Endorsements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Service Area of Interest <i>select applicable</i>	Personal Assistant <input type="checkbox"/>	Supported Living <input type="checkbox"/>	
	Adult <input type="checkbox"/>	Children <input type="checkbox"/>	
	Head Office <input type="checkbox"/>		
Where did you learn about our vacancies?			
All our current vacancies are listed on pages 7-9. Please ensure you tick all the roles you would like to apply for.			

APPLICATION QUESTIONS			
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give full details			
Are you willing to work overtime and weekends if required?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
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	<input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give full details:			
Have you ever worked for this business before?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are you related to any person employed by this business?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give full details:			
Have you applied for employment with this business before?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you need a work permit to take up employment in the UK?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
How much notice do you need to give current employer?			

EDUCATION			
Date/s	Details of establishment attended		
QUALIFICATIONS			
Date/s	Qualification	Grade	
PREVIOUS EMPLOYMENT			
Date/s	Name and address of employer	Details of position	Reason for Leaving
DETAILS OF RELEVANT TRAINING COURSES			
Date/s	Details		

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.

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	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Phone:		Phone:	
How long have you known them and in what capacity?		How long have you known them and in what capacity?	

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

Name:	
Signed:	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 the 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.

Name:	
Signed:	Date:

Staff Equal Opportunities Monitoring Form

This Information will be kept solely for monitoring purposes

Please tick a box to specify

- | | |
|--|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> Indian Pakistani |
| <input type="checkbox"/> White-Irish | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> White-Other* | <input type="checkbox"/> Asian-Other* |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Black Caribbean |
| <input type="checkbox"/> Mixed White/Black Caribbean | <input type="checkbox"/> Black African |
| <input type="checkbox"/> Mixed White/Black African | <input type="checkbox"/> Black Other* |
| <input type="checkbox"/> Mixed White/Asian | <input type="checkbox"/> Other* |
| <input type="checkbox"/> Mixed Other* | <input type="checkbox"/> Prefer not to say |

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

CURRENT VACANCIES

Page 1 of 3

Please find below a list of current vacancies we are recruiting for across all our service areas. Please tick the all the position/s you are interested in applying for.

Service Area	Position	Details	Apply
Supported Living	Support Worker	Full time	<input type="checkbox"/>
Supported Living	Support Worker	Part-time	<input type="checkbox"/>
Supported Living	Support Worker	Bank	<input type="checkbox"/>
Adult Services – Daylight North	Assistant Service Lead	Full time – 40hrs per week 9am – 5pm	<input type="checkbox"/>
Adult Services – Daylight North	Support Worker	18 hours per week Tues, Weds, Fri 10am – 4pm	<input type="checkbox"/>
Adult Services – Daylight South	Support Worker	16 hours per week Wed and Thurs 9am – 5pm	<input type="checkbox"/>
Adult Services – Evolve	Support Worker	16 hours per week Thurs and Fri 9am – 5pm	<input type="checkbox"/>
Adult Services – Evolve	Support Worker	24 hours per week Weds, Thurs, Fri 9am – 5pm	<input type="checkbox"/>
Adult Services – Evolve	Support Worker	Full-time Mon – Fri 9am – 5pm	<input type="checkbox"/>
Personal Assistant (Adult)	Support Worker	J is a 28-year-old man who lives with his parents in Solihull. He has Learning Disabilities and Prada Willi syndrome and is looking for support 6 hours per week and would like to use these on a Monday or at the weekend. J is a big fan of superheroes and Lego so would like someone who can incorporate this into the activities. He enjoys going to shopping centres for a look around, going to the cinema, playing mini golf, eating out and going to the pub.	<input type="checkbox"/>

Current Vacancies advertised as of 9 August 2022.

CURRENT VACANCIES

Page 2 of 3

Service Area	Position	Details	Apply
Personal Assistant (Adult)	Support Worker	A is a 30-year-old man with autism who lives in Solihull, B91. He is looking for support going out into the community for a total of 8 hours per week, 4 hours on Monday and 4 hours on Saturday. He would like someone who will get to know him and understand how his autism affects his daily life. A is very chatty and while he can be a bit loud at times, he is kind-hearted and gentle. He would like someone to take him to Solihull shopping centre to look around the shops, eat out, go for walks and visit museums. He is very amenable and would like support to think of and try out new activities.	<input type="checkbox"/>
Personal Assistant (Adult)	Support Worker	D is a 28-year-old man living in Marston Green and has severe learning disabilities, mobility difficulties and limited verbal communication. D needs someone to support him by picking him up from home and taking him to Evolve and then be dropped home after. D needs support taking part in activities and needs some support with personal care. D likes going for walks, meals out, listening to music, watching YouTube videos and spending time at the day service. D would like someone who is patient and kind, and who can get to know him and help him communicate what I need and want.	<input type="checkbox"/>
Personal Assistant (Children)	Support Worker	H is a 10-year-old boy who lives in Solihull B90. He has Global developmental delay and Autism and he and his family need support for 12 hours per week on Wednesday and Thursday before school 7.15am -9.15am and after school 3.15pm-5.15 pm	<input type="checkbox"/>

Current Vacancies advertised as of 9 August 2022.

CURRENT VACANCIES

Page 3 of 3

Service Area	Position	Details	Apply
Personal Assistant (Children)	Support Worker	A is a 5-year-old boy who needs support for 5 hours at weekends so that his Mum can get the weekly shopping done and spend time his siblings. A likes to spend time in the local park running around, playing games, and going Swimming at Tudor Grange pool.	<input type="checkbox"/>
Personal Assistant (Children)	Support Worker	P is a 9-year-old girl who lives in Chelmsley Wood. She has Downs Syndrome and would like a female who can support her at home and when going out to local activities for 6 hours on a Saturday.	<input type="checkbox"/>
Personal Assistant (Children)	Support Worker	G is a 17-year-old girl living in Shirley and has Downs syndrome. G would like a female to support her in the community for 3.5 hrs every Saturday to I take her out to social activities in Solihull so she can safely make friends and have fun.	<input type="checkbox"/>
Personal Assistant (Children)	Support Worker	O is a 14-year-old who lives in Marson Green. He would like someone to help support him for 4 hours on Saturdays to take him out to various leisure and sports activities in the local area.	<input type="checkbox"/>

Current Vacancies advertised as of 9 August 2022.