Thank you for your interest in our recent vacancy.

Please find enclosed a copy of the job description and application form.

Applications can be submitted by

email to [team@radfordunited.co.uk](mailto:team@radfordunited.co.uk) or [director@radfordunited.co.uk](mailto:director@radfordunited.co.uk)

Or by post to

David Di Palma **Cert. CIH**

C.E.O.

Radford United (LE3) Ltd

58 Radford Drive

Braunstone Town

Leicestershire

LE3 3DR

Application forms must be completed in order to proceed to the next stage of the recruitment process. If you do not hear from us within four weeks of the closing date, you should assume that you have not been selected for interview on this occasion.

On behalf of my team we look forward to receiving your completed application form.

Kind regards

David Di Palma

CEO

Radford United (LE3) Ltd.

**CONFIDENTIAL APPLICATION FORM**

|  |  |
| --- | --- |
| Post applied for: |  |
| Where did you see this post advertised? | |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Do you have a current, full, UK Driving Licence ? |  |
| First Names |  | How many penalty points do you have on your driving licence? |  |
| Title |  | Have you ever been disqualified from driving? |  |
| Home Phone No. |  | Do you have any driving restrictions imposed by DVLA Medical Branch ? |  |
| Business/Mobile Phone No. |  | Do you have a short-term licence or licence with set conditions as per guidelines set by DVLA medical branch? |  |
| Home Address Including Postcode |  | Do you have any medical conditions which prevent you from being employed as a driver? If yes please provide details |  |
| Do you have use of a vehicle ? |  |
| In which country did you pass your driving test? |  |
| Date of Birth |  | Are you comfortable with motorway/dual carriageway driving? |  |

**Current Employer** **DATE STARTED: NOTICE REQUIRED:**

|  |  |
| --- | --- |
| **Employers Details** | **Brief Details of Current Job and Duties performed.** |
|  |  |

**Which of the following sessions would you be able to work?**

Please tick all that you could work.

Weekday Mornings Weekday Afternoons Weekday Evenings

Saturday mornings Saturday Afternoons Saturday Evenings

Sunday mornings Sunday Afternoons Sunday Evenings

What is your earliest available start time? What is your available finish time?

Can you working during the school holidays? (Circle to indicate) YES NO

Could you work extra hours at short notice? (Circle to indicate) YES NO

**Which of the following tasks can you carry out? (Tick to confirm)**

NB Not all tasks are relevant to the advertised post. We need to establish candidates’ task capabilities.  
  
Blog/Vlog Production & Maintenance Social Media Management/Maintenance

Website Maintenance Social Media Management

Networking and Meeting Support. Form Filling

Manual Record Keeping Dog Walking

Filing Photocopying/Scanning

Emails Production & Distribution Newsletter Production & Distribution   
  
Computerised Record Keeping Answering Telephone  
  
Customer Services Pushing a Wheelchair

**REFERENCES**

Details of two referees are required; one of which should be from your present or last employer. If you have recently left school or college it should be from your teacher/lecturer. It is normal to take up references before interview. If you have any strong objections to either reference being sought at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references.

|  |
| --- |
| Name: Name:  Address: Address:    Telephone No: Telephone No:  Title/Position: Title/Position:  Relationship to applicant: Relationship to applicant: |

**INTERVIEW** Please indicate below any dates when you would not be available to attend for interview:

|  |
| --- |
|  |

**QUALIFICATIONS (Continue on an additional sheet if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications obtained  (Please be prepared to provide evidence) | Grade | Date Achieved | School/College/University |
|  |  |  |  |

**EMPLOYMENT HISTORY (Past Ten Years, Continue on an additional sheet if necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Post Title** | **Salary** | **Date Employed From & To MM/YY** | | **Reason for leaving** |
|  |  |  |  |  |  |

**Describe any hobbies or interests you have**

(**Continue on an additional sheet if necessary)**

**SUMMARY OF EXPERIENCE AND SKILLS**

|  |
| --- |
| Please give details of any experience, skills and qualities which you have relevant to the post in support of your application and that you feel are important as a personal assistant to a disabled employer. Please use the space below and continue onto an additional sheet if necessary.  **CONFIDENTIALITY**  Have you previously held a position of employment processing confidential material and/or material of a commercially sensitive nature  yes  no  Signing a Strict Confidentiality Agreement is a Condition of Employment.  Do you agree to adhere to a Strict Confidentiality Agreement  yes  no |

Have you ever been in trouble with the police?  yes  no

**Because of the nature of this job, it is exempt from the Rehabilitation of Offenders Act and you must tell me about any previous convictions which you may have had at any time. Any information you provide will be kept confidential and will not automatically stop you from being considered for the job. You will also be required to undertake an enhanced Criminal Records Bureau Check (see below).**

If yes, please give details:

Do you have the right to work in the UK?  yes  no

Is this subject to any restrictions  yes  no

Please note – you will be expected to provide details of your right to work in the UK if you are invited for an interview.

**THESE HEALTH QUESTIONS ARE BEING CARRIED OUT IN ACCORDANCE WITH SECTION 60 PARAGRAPH 6 OF THE EQUALITY ACT 2010. PLEASE DETAIL YOUR SICKNESS ABSENCE (SCHOOL/COLLEGE/WORK) IN THE LAST YEAR, INCLUDING NUMBER OF DAYS AND FREQUENCY.**

**PLEASE DESCRIBE IF YOU HAVE ANY HEALTH ISSUES THAT WOULD AFFECT YOUR ABILITY TO DO THE TASKS DESCRIBED IN THE JOB DESCRIPTION.**

**DO YOU CONSIDER YOURSELF DISABLED?**  **YES**  **NO**

**Declaration:**

**I declare that I have answered the questions in this form truthfully and that all the information I have given is correct. I understand that, if I am employed and it later becomes apparent that the information is not accurate, I will be dismissed without notice.**

Signed: Date:

**Please return this form by the advertised closing date**

**By email** [**team@radfordunited.co.uk**](mailto:team@radfordunited.co.uk) **or** [**director@radfordunited.co.uk**](mailto:director@radfordunited.co.uk) **or** [**job@radfordunited.co.uk**](mailto:job@radfordunited.co.uk)

**Or by post to**

**David Di Palma Cert. CIH**

**C.E.O.**

**Radford United (LE3) Ltd, 58 Radford Drive, Braunstone Town**

**Leicestershire, LE3 3DR**

The personal information collected on this form will be processed in accordance with the GDPR 2018.

**GUIDANCE ON DISCLOSURE OF CRIMINAL RECORD**

**(ENHANCED DISCLOSURE)**

Prospective employers are entitled to ask about applicants' criminal records subject to the provisions within the Rehabilitation of Offenders Act (RoOA) 1974 concerning 'spent' convictions. However certain types of jobs, set out in the RoOA 1974 (Exceptions) Order 1975 and the RoOA 1974 (Exceptions) (Amendment) Order 2001, are exempt from those provisions. The exemptions cover:

* Jobs whose normal duties include caring for, training, supervising or being in sole charge of children or vulnerable adults.  
  Jobs whose normal duties involve carrying out work of any sorts in:

- A care home or residential care home which is exclusively or mainly for children

- An educational institution which is exclusively or mainly for the

full-time education of children

- A children's home or voluntary home

- A home provided under s.82(5) of the Children Act 1989

- Day care premises for children under 8.

* Jobs whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.Any employment in connection with the provision of social services which enables the holder to have access to any of the following classes of person in the normal course of his/her duties:

- Over age 65

- Suffering from serious illness or mental disorder of any description

- Addicted to alcohol or drugs

- Blind, deaf or without speech

- Substantially and permanently disabled by illness, injury or congenital deformity.

* Any employment which is concerned with the provision of health services and which is of such a kind as to enable that person to have access to persons in receipt of such services in the normal course of his/her duties. Any employment carried out wholly or partly in the precincts of a prison, remand centre or young offenders institution. Jobs whose normal duties include supervising or managing an individual in his/her work in one of the above.

**All applicants are required to provide details of any criminal convictions, cautions, reprimands and final warnings on the enclosed declaration form. The job for which you are applying is covered by the exemptions listed above and you are, therefore, required to declare all convictions of whatever nature (including driving offences), both current and 'spent', even if the conviction occurred some years ago. In addition you are required to declare any other information which may have a bearing on your suitability for the job.**