

# Style Acre

Creating opportunities  
for people with learning disabilities



EVENLODE HOUSE, HOWBERY PARK, CROWMARSH,  
NR WALLINGFORD, OXON, OX10 8BA.

01491-827599

**Please complete clearly in black or typescript**

## CONFIDENTIAL

Post applied for:	Full/Part Time
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If you obtained this position, would you continue in any other employment?	Yes/No
Do you have any specific needs in relation to possible interviews? If yes please describe these.	
Is your ability to undertake the responsibilities of the job limited in any way?	Yes/No
If yes, how could we help you to overcome these limitations?	

Surname: .....	Title (Mr/Ms etc): .....
First Name(s): .....	
Address: .....	
.....	
Postcode: .....	
Telephone No: .....	Daytime Number, if different: .....
E-mail Address: .....	

<b>Current Occupation</b>		
Job Title (or course details if currently a student)	Name & Address of Employer (or educational establishment if currently a student)	Date Started (Month/Year)
.....	.....	.....
.....	.....	

**Full Employment Record**

Please give details of all other jobs you have held starting with the most recent. Give a brief explanation for any gaps. Continue on a separate sheet if necessary

Job Title	Name & Address of Employer	Reason for Leaving	Date Started	Date Left

**Qualifications**

Please list any qualifications you have gained (eg GCSEs, A-Levels, Degree, NVQs, Professional qualifications) **Continue on a separate sheet if necessary**

Name of Qualification	Subject(s) and Grade(s)	School/College/ University	Date Awarded

**Other Training**

Please list any other training you have undertaken which is relevant to the post you are applying for:

Name of Course

Dates

**Relevant Skills and Experience**

Please give details of any experience and skills which you feel are relevant to the post. Include a description of your present job if appropriate. Explain why you wish to apply for the position.

**Alternatively, if preferred, please attach a copy of your current CV**

**Relevant Skills and Experience Continued**

Please give your National Insurance Number:

Would you need a Work Permit in order to take up this post?

Have you ever previously applied for a position with Style Acre?

If you are currently employed, please give your salary:

When would you be available to start work?

Where did you see this post advertised?

Do you hold a full clean UK/European driving licence? Yes / No Number of years held: .....

Any current endorsements? Yes / No

If yes, give details .....

Any motoring prosecutions pending? Yes / No

If yes, give details .....

**Referees**  
 Please give details of two professional referees who can confirm that you meet any selection criteria listed for the post. **ONE MUST BE YOUR CURRENT EMPLOYER** (or last if you are unemployed). **THE SECOND SHOULD BE A PAST EMPLOYER.** NOTE: Both referees **MUST** be **LINE MANAGERS** you have worked for.

<b>Referee 1</b>	<b>Referee 2</b>
Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
E-Mail:	E-Mail:
<b>May we contact these Referees or any of your previous employers without further authority from you? YES/NO</b>	

**Please note that it will not be possible to make a formal offer of appointment until satisfactory References and Criminal Records Bureau Disclosure have been obtained.**

**Declaration**  
 The information I have given on this form is true and accurate to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## EQUAL OPPORTUNITY MONITORING

Style Acre is an Equal Opportunity employer. Style Acre operates a policy the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This slip will be detached from your application form when it is received and the information will not be taken into account when making the appointment.

1. Are you aged between: 17-25  25-45  45-65

2. Are You Male   
Female

3. Do you consider that you have a disability within the meaning of the Disability Discrimination Act? YES/NO  
If yes, do you require any special assistance at interview or with any aspect of the job? Please specify.

4. To which of these groups do you consider you belong? (Tick one only)

White

Black - Caribbean

Indian

Pakistani

Bangladeshi

Chinese

Black - African

Black - Other (Please specify .....)

Other (Please specify ..... )

Thank you for your co-operation

## RECRUITMENT OF EX-OFFENDERS POLICY

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Style Acre complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Style Acre is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested where one is required for the position concerned. For those positions where a Disclosure is required, all application forms, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person with Style Acre and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Style Acre to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Style Acre who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

Name .....

Date .....

Policy Review Date .....

## CRB

# POLICY ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

### GENERAL PRINCIPLES

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Style Acre complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

### STORAGE & ACCESS

Disclosure information is never kept on an applicant's personal file and is always kept separately and secure, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### HANDLING

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### USAGE

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### RETENTION

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights Acts before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

## DISPOSAL

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, ie, by shredding, pulping or burning. Whilst awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.