

## application form

At Fostering Solutions we're committed to providing the very best possible care for the children and young people who need us. We're able to achieve this by recruiting people who share that passion, and by giving them that same level of commitment.

Please read the job description and person specification for the role you're applying for, and this application form, in full before completing your application. Please use blue or black ink, and answer all the questions where appropriate. If you have any queries regarding this application form, or about the role for which you're applying, contact the HR Department on 0845 1300 858.

<b>Application for the post of</b>		<b>Reference No.</b>	
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<b>1</b>				<b>Personal details</b>			
<b>Title</b>	<b>Mr/Ms/Mrs/Miss</b>	<b>Forename(s)</b>		<b>Surname</b>			
<b>Address</b>							
						<b>Post code</b>	
<b>Home tel.</b>				<b>Mobile tel.</b>			
<b>Work tel.</b>			<b>Ext.</b>	<b>Email address</b>			
<b>Date of birth</b>			<b>National Insurance Number</b>				
<b>Do you hold a full current driving licence?</b>			<b>Yes</b>	<b>No</b>	<b>(circle which applies)</b>		
<b>Do you have any current driving convictions?</b>			<b>Yes</b>	<b>No</b>	<b>(circle which applies)</b>		
<b>If yes, please detail</b>							
<b>If you are a social worker, what is your General Social Care Council registration number?</b>							

# Reasons to join Fostering Solutions!

Fostering Solutions is an award winning independent fostering agency providing the best possible outcomes for children and young people. Established in June 2000 by Hilary Doherty and Michelle Cuffe, the organisation's head office is in Bolton, Lancashire and there are several regional offices around the UK.

At Fostering Solutions, we're passionate about the rights of children and young people and put them at the centre of everything we do. We're also passionate about providing the very best support and training for our staff and foster carers.

## **Working Hours**

Our standard working week is 35 hours per week, based around 9am-5pm with an hour for lunch. Flexibility is required, particularly for social work positions, where some out of hours working will be necessary.

## **Annual Leave**

Our generous annual leave entitlement begins at 25 days per year. An additional day for each completed leave year is granted up to a maximum of 30 days.

## **Continuous Learning & Development**

Fostering Solutions has Investor in People status and actively encourages staff in their development and career progression through training, and offering opportunities to progress within the organisation. Each employee has a development review twice a year and a monthly meeting with their line manager.

## **Stakeholder Pension & Private Medical Insurance**

Membership of the stakeholder pension scheme is available to all employees. Private medical insurance cover is provided for all employees and their immediate family, following completion of the probationary period and subject to acceptance by the provider.

## **Lease Cars**

Cars are provided to all social work staff and other members of the management team identified by the Directors. We currently operate a fleet of Renault vehicles which carry a 5\* safety rating.



Employment history, continued

**2. Name and address of your second most recent employer**

**Position**

**Start date**

**Finish date**

**Notice period**

**Salary details**

**Please give a brief summary of your duties and responsibilities**

**What were your reason(s) for leaving this employment?**

**3. Name and address of your third most recent employer**

**Position**

**Start date**

**Finish date**

**Notice period**

**Salary details**

**Please give a brief summary of your duties and responsibilities**

**What were your reason(s) for leaving this employment?**

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## Additional information

Have you ever been subject to formal disciplinary action in any previous employment?  Yes  No (circle which applies)

If Yes, please provide details on a separate sheet and submit in an envelope marked 'Confidential'.

Are you in good health?  Yes  No (circle which applies)

How many sick days did you take in the last year?

Please list any cautions or convictions you have ever received (or which are pending), including dates and details\*

Date	Conviction/caution	Details

\* Rehabilitation of Offenders Act 1994 (Exemptions Order 1975). This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced CRB (Criminal Records Bureau) check will therefore be carried out before employment can commence.

Asylum and Immigration Act. It is a criminal offence to employ a person who is subject to immigration control, unless they have documentation which permits them to work in the UK. You should therefore be aware that we will make checks to ensure that you are eligible to work in the UK.

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## References

Please give details of two persons from whom references may be obtained.

One must be your current or most recent employer and be in a managerial or supervisory role above you. The other referee should ideally be a previous employer or alternatively a professional contact who must have known you for a minimum of 2 years and be able to comment upon your suitability for the post. Friends or relatives will not be accepted as referees.

In the absence of previous employment experience a reference from your last place of full-time education will be a suitable alternative. The organisation reserves the right to speak to other previous employers if this is felt relevant.

### First referee (previous/most recent employer)

Name and position	
Company	
Address	
Tel (mobile, home, work incl ext)	

### Second referee

Name	
Company	
Address	
Tel (mobile, home, work incl ext)	



Fostering Solutions is committed to being an equal opportunities employer. Completion of this form is on a voluntary basis, but we would request that you do complete it in order to help us monitor our Equal Opportunities (EO) policy.

The information on this form will be processed to review the Agency's EO policy, with a view to ensuring it is fully and effectively implemented. Where possible, this information will be processed anonymously, and will at all times be processed in accordance with the current data protection rules.

### Section 1: General information

Post applied for					Date			
Is this post...? (tick all that apply)	Social Work		Administrative		Full Time		Part Time	
	Job Share		Permanent		Fixed Term		Temporary	

### Section 2: Personal details

Are you...? (tick all that apply)	Female		Cohabiting		Married		Widowed	
	Male		Single		Separated		Divorced	
What is your age group? (circle)	16-24	25-29	30-39	40-49	50-59	60 or over		
Do you have caring responsibility for dependants?	Yes	No	(circle which applies)					
If yes, are your dependents...?	Child(ren)		Spouse/Partner		Relative		Other	
If 'Other' please provide details								

### Section 3: Disabilities

Do you consider yourself to have a disability?	Yes	No	(circle which applies) If 'No', go directly to Section 4					
Please detail (tick all that apply)	Hearing		Learning difficulty (i.e. dyslexia)		Mental health difficulty		Mobility	
	Visual		Other		details			

Please note: The Disability Discrimination Act defines a disability as any physical or medical impairment which has, or would have (if the person was not receiving treatment), a substantial and long term (i.e. more than 12 months) adverse effect on a person's ability to carry out normal activities. You may still be considered to be disabled under the terms of the Act if you are not currently adversely affected, but it is deemed that the impairment is likely to recur. The definition can include diabetes, depression, etc, and is much broader than previous definitions.

### Section 4: Nationality

What is your nationality?								
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### Section 5: Religion

What is your religion?								
Prefer not to say								

Continued overleaf...

# Equal opportunities monitoring form, continued

## Section 6: Ethnic origin

Please circle the appropriate letter A to E, then tick one box within that section to indicate your cultural background.

<b>A: Asian, Asian British</b>	Indian		Pakistani		Bangladeshi	
	Other Asian background (please specify)					
<b>B: Black, Black British</b>	Caribbean		African			
	Other Black background (please specify)					
<b>C: Mixed</b>	White & Black Caribbean		White & Black African		White and Asian	
	Any other Mixed background (please specify)					
<b>D: White</b>	British		Irish		European	
	Any other White background (please specify)					
<b>E: Other</b>	Any other background (please specify)					

## Section 7: Sexual orientation/assignment

Do you consider yourself to be...?	Bisexual		Transgender		Heterosexual		Homosexual (gay, lesbian)	
	Prefer not to say							

Thank you for taking the time to complete this questionnaire.

When we receive your application, we will detach it and keep it separate from the rest of the application form.



Your local independent fostering agency