



**The Appropriate
Adult Service Ltd.**

PLEASE COMPLETE IN BLOCK CAPITALS AND IN BLACK INK		
SURNAME (BLOCK LETTERS)		TITLE.....
FORENAMES (IN FULL)		
ANY OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN		
DATES USED.....		
PLACE OF BIRTH		NATIONALITY.....
NATIONAL INSURANCE NUMBER.....	DATE OF BIRTH.....	AGE.....
DO YOU REQUIRE A WORK PERMIT TO TAKE UP EMPLOYMENT IN THE U.K. YES NO		
CONTACT DETAILS:		
EMAIL.....		
HOME.....	WORK.....	MOBILE.....
PERMANENT ADDRESS (BLOCK LETTERS)		
POSTCODE.....		
HOW LONG HAVE YOU LIVED AT THIS ADDRESS?		
FROM DATE..... TO DATE.....		

IF LESS THAN FIVE YEARS AT CURRENT ADDRESS PLEASE GIVE DETAILS OF FORMER ADDRESS (please provide full address details for the last 5 years) :.....

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.....
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POSTCODE.....

FROM DATE..... TO DATE.....

PLEASE USE ANOTHER SHEET IF REQUIRED

ARE YOU REGISTERED DISABLED OR SUFFER FROM ANY MEDICAL CONDITION WHICH MAY AFFECT YOUR ABILITY TO CARRY OUT THE DUTIES OF AN APPROPRIATE ADULT? YES/NO (If yes please give details, this will not necessarily affect your application)

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EDUCATION & QUALIFICATIONS

Please provide information about any formal qualifications held, or relevant training courses attended

Qualification / Course	Awarding Body	Date
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EMPLOYMENT HISTORY

Present Employment

Job Title:

Current Salary:

Current Scale (if applicable):

Employed from:

Employer:

Address:

Employed To:

Please give a brief description of current duties, responsibilities and achievements

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EMPLOYMENT HISTORY.

WE REQUIRE A FULL EMPLOYMENT HISTORY. ANY GAPS MUST BE ACCOUNTED FOR.

Name of Employer <i>(Please provide address and telephone contact details)</i>	Dates (mm/yyyy)		Job Title and main responsibilities	Salary / Grade	Reason for Leaving
	From	To			

PLEASE NOTE WE WILL CONTACT YOUR PRESENT EMPLOYER AS A REFERENCE PRIOR TO MAKING A HIRING DECISION

WHY DO YOU WISH TO BE AN APPROPRIATE ADULT / REPARATION SUPERVISOR / CONTACT SUPERVISOR?

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HOW DID YOU LEARN ABOUT THE APPROPRIATE ADULT SERVICE?

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HAVING READ THE INFORMATION SENT WITH THIS APPLICATION FORM, WHAT SKILLS, EXPERIENCE AND QUALITIES DO YOU FEEL YOU WOULD BRING IF YOU WERE APPOINTED

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HAVE YOU EVER BEEN CAUTIONED OR CONVICTED OF **ANY** CRIMINAL OFFENCE OR ARE YOU CURRENTLY THE SUBJECT OF ANY POLICE INVESTIGATION OR PROSECUTION? YOU MUST DECLARE ALL CAUTIONS OR CONVICTIONS, INCLUDING SPENT CONVICTIONS, AS THE REHABILITATION OF OFFENDERS ACT DOES NOT APPLY TO THIS APPLICATION. CRIMINAL OFFENCES INCLUDE TRAFFIC MATTERS (EXCEPT PARKING).

*YES / NO.....

*IF YES, PLEASE GIVE DETAILS BELOW. THE COMPLETION OF THIS QUESTION AND PROVISION OF THIS INFORMATION IS A REQUIREMENT IN ALL APPLICATIONS BUT MAY NOT NECESSARILY AFFECT YOUR APPLICATION OR DISQUALIFY YOU FROM BECOMING AN APPROPRIATE ADULT.

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DO YOU HAVE A FULL AND CURRENT DRIVING LICENCE? YES / NO

PLEASE PROVIDE YOUR LICENCE NUMBER:

PLEASE USE THIS SPACE TO PROVIDE DETAILS ABOUT ANY GAPS IN YOUR EMPLOYMENT OR ANY RELEVANT NON WORK RELATED HISTORY (please feel free to add any additional information you consider may be relevant to this post)

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PLEASE GIVE DETAILS, INCLUDING INITIALS AND CORRECT FORM OF ADDRESS, OF TWO REFEREES, NOT RELATED TO YOU, WHO HAVE AGREED TO SUPPORT YOUR APPLICATION. **WE DO NOT ACCEPT PERSONAL REFERENCES**

(PLEASE USE BLOCK LETTERS)

NAME.....

ADDRESS

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POSTCODE.....

NAME.....

ADDRESS

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POSTCODE.....

OCCUPATION

PHONE

OCCUPATION

PHONE

DECLARATION

FOR THE PURPOSES OF THE DATA PROTECTION ACT 1998, I CONSENT TO THE INFORMATION CONTAINED IN THIS FORM, AND ANY INFORMATION RECEIVED BY OR ON BEHALF OF THE APPROPRIATE ADULT SERVICE LIMITED RELATING TO THE SUBJECT MATTER OF THIS FORM, BEING PROCESSED BY THEM IN ADMINISTERING THE RECRUITMENT PROCESS

I AGREE TO THE APPROPRIATE ADULT SERVICE LTD MAKING A POLICE CHECK IN CONNECTION WITH MY APPLICATION. I AGREE TO FUND THE COST OF THE ENHANCED CRB APPLICATION. I HAVE READ THE INFORMATION SUPPLIED TO ME CONCERNING THE DUTIES AND RESPONSIBILITIES OF AN APPROPRIATE ADULT AND WOULD BE PREPARED IF MY APPLICATION IS ACCEPTED TO ATTEND TRAINING SESSIONS AS NECESSARY AND COMPLETE THE APPROPRIATE UNDERTAKING IN RESPECT OF CONFIDENTIALITY.

I DECLARE THAT THE ALL THE INFORMATION I HAVE PROVIDED ON THIS FORM IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE NOT CANVASSED, DIRECTLY OR INDIRECTLY ANY MEMBER OF THE APPROPRIATE ADULT SERVICE MANAGEMENT TEAM, NOR WILL I DO SO.

IT IS A CRIMINAL OFFENCE TO APPLY FOR A POSITION TO WORK WITH VULNERABLE PEOPLE IF YOU ARE BARRED FROM DOING SO.

SIGNED.....

DATE.....

WHEN COMPLETED PLEASE RETURN THIS FORM TO:

THE APPROPRIATE ADULT SERVICE LTD, BARNSTONES BUSINESS PARK, GRIMSCOTE ROAD, LITCHBOROUGH, TOWCESTER, NORTHAMPTONSHIRE. NN12 8JJ.

PLEASE ENSURE THAT YOU HAVE COMPLETED EVERY QUESTION AND THAT YOU HAVE COMPLETED AN AVAILAITY SHEET FOR YOUR AREA.

**ONLY HANDWRITTEN APPLICATIONS WILL BE CONSIDERED
ANY APPLICATIONS THAT DO NOT INCLUDE AN AVAILABILITY WILL NOT BE CONSIDERED**

T.A.A.S. AVAILABILITY TIMES

DATE

NAME:

AREAS/ POLICE STATIONS WILLING TO COVER: (delete unwanted stations)

<u>London</u>
Barking and Dagenham, Fresh Wharf, Bexleyheath, Bromley, Colindale (Barnet), Hammersmith and Fulham, Islington, Kensington and Chelsea, Westminster,
<u>Camden</u> - Albany St, Holborn, Kentish Town, British Transport Police, West Hampstead and Hampstead
<u>City of London</u> - Bishopsgate, Snowhill, Customs & Excise
<u>Croydon</u> - Park Lane, South Norwood
<u>Enfield</u> - Enfield and Edmonton
<u>Ealing</u> -Acton Southall
<u>Havering</u> - Romford and Hornchurch
<u>Lambeth</u> - Brixton, Kennington, West End Central, Streatham
<u>Newham</u> - Forest Gate and Plaistow
<u>Tower Hamlets</u> - Bethnal Green, Lime House
<u>Waltham Forest</u> - Chingford, Walthamstow, Barkingside, Leyton
<u>BTP</u> - Islington, Whitfield St, West Ham, Hammersmith, Ebury Bridge, Wembley Park
<u>North</u>
<u>Notts:</u> Newark/Mansfield/Oxclose/Bridewell/Worksop
<u>Leicester</u> - Loughborough / Beaumont Leys / Hamilton / Euston Street / Wigston
<u>Lincolnshire</u> - Boston/Lincoln City/Grantham /Spalding/Skegness
<u>N' Lincs</u> - Scunthorpe
<u>E Riding</u> - Beverley /Bridlington /Goole
<u>Cumbria</u> – Carlisle, Workington, Barrow, Kendal
<u>South</u>
<u>Hampshire</u> – Aldershote/Fareham/Basingstoke/Winchester/Fareham/Waterlooville/Lyndhurst/Southampton
<u>Wales</u> – Wrexham/St Asaph
<u>Sussex</u> – Brighton/Worthing/Chichester/Crawley/Hastings/Eastbourne
<u>Jersey</u>

TIMES

Please tick when you are available or write in relevant boxes.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-1pm							
1pm-5pm							
5pm-10pm							
10pm-8am							
Other:							

Contact Telephone: 1st Choice.....2nd choice.....

Are you generally available in bank holidays Yes/ No

If yes which ones

Easter	May Day	Spring	Summer	Christmas
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Any Other Comments.....



MONITORING EQUAL OPPORTUNITIES

This part of the form is used for monitoring purposes only.

The Appropriate Adult Service is committed to a policy of equal opportunities in employment. In order to monitor the operation of this policy, it is necessary to collect information from all job applicants and employees on the key characteristics which relate to equal opportunity in employment.

Gender

Male Female

Ethnic Origin

Please note: Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group – UK citizens can belong to any of the groups indicated.

White Irish
Indian Pakistani
Bangladeshi Chinese
Black-African Black-Caribbean
Black-Other (please specify)
Other (please specify)

Disability

The Disability Discrimination Act 1995 defines a disabled person as a person with a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself disabled, as defined by the Disability Discrimination Act?

Yes No