**Project Search Application Form**

**Academic Year 2023/2024**

**Your personal information:**

|  |  |
| --- | --- |
| Surname/Family name |  |
| First names |  |
| Date of birth |  |
| National Insurance number |  |
| Current school and address |  |
| Home address including postcode |  |
| Home telephone number |  |
| Mobile number |  |
| Email address |  |

**Emergency Contact**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Middle Name |  |
| Surname |  |
| Relationship |  |
| Contact Details |  |

**Your Education**:

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| --- | --- | --- |
| Qualification | What year did you/will you complete the course? | Grade/Level |
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| Do you have an Education Health Care Plan? (Please be aware you require an EHCP before you start Project Search) | | Yes/No  (please circle) |
| Declaration  I agree that everything on this form is true and complete. I know that if anything is found to be untrue then a place on the Project SEARCH programme at The Royal United Hospital site is at risk. I am happy for the Project SEARCH team to follow information contained within this application. | | |
| Signature: | | |
| Date: |  |  |

**Your Employment, Work Experience and Interests and Hobbies:**

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| --- | --- |
| Have you ever had a job? If yes please indicate where you worked/work and your main job role. |  |
| Have you completed any work experience? If yes please indicate when and where you worked and the level of support you received. |  |
| What types of work are you interested in? Please indicate all job roles and career options which you might like to do in the future. |  |
| What are your interests and hobbies? |  |

**Professionals who support/work with you and your family:**

|  |  |
| --- | --- |
| GP name and address |  |
| SEND advisor name and address |  |
| Social worker’s name and contact details (if applicable) |  |
| Paediatrician or other specialist name and contact details (if applicable) |  |

**Supporting Information:**

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| Why do you want to come to Project SEARCH? (Complete in your own words and/or person assisting will write responses in student’s own words.) |
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I am applying to Project SEARCH at The Royal United Hospital because I would like to enter employment by the end of the academic year 2022/2023. My parent(s)/carer(s) fully support this pathway.

|  |  |  |
| --- | --- | --- |
| Signature of student. |  | Date: |
| Signature of parent/carer. |  | Date: |
| Name and contact details of person assisting student to complete application. |  | Date: |

**References:** (Please provide contact details of two people who can act as a referee, one of which must have worked with you in school or college)

|  |  |
| --- | --- |
| 1. | 2. |

Are we able to contact your referees before the interview?

Referee 1: Yes/No

Referee 2: Yes/No

**Where to send your completed form:**

C/O Project Search

Education Centre Building E7

Royal United Hospital

Combe Park

Bath

BA1 3NG

[ruh-tr.projectsearch@nhs.net](mailto:tkelly@fossewayschool.com)

If you have any questions, please contact me on the email address above, or on the following telephone number during working hours:

01225 824756

APPLICATION CLOSING DATE: Friday 8th April

Interviews will take place in the first week back after the Easter holidays, date to be confirmed.

**MONITORING INFORMATION**

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore, a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

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| --- | --- |
| \* Please state your date of birth |  |
| \* Please indicate your gender | 🞎 Male  🞎 Female  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people who are married or in a civil partnership.

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| --- | --- |
| \* Please indicate the option which best describes your marital status | |
| 🞎 Married  🞎 Single  🞎 Civil partnership  🞎 Legally separated | 🞎 Divorced  🞎 Widowed  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

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| \* Please indicate the option which best describes your sexual orientation | |
| 🞎 Lesbian  🞎 Gay  🞎 Bisexual | 🞎 Heterosexual  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

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| \* Please indicate your religion or belief | | |
| 🞎 Atheism  🞎 Buddhism  🞎 Christianity  🞎 Hinduism | 🞎 Islam  🞎 Jainism  🞎 Judaism  🞎 Sikhism | 🞎 Other  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

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| \* Please indicate your ethnic origin | | |
| **Asian or Asian British**  🞎 Bangladeshi  🞎 Indian  🞎 Pakistani  🞎 Any other Asian background  **Black or Black British**  🞎 African  🞎 Caribbean  🞎 Any other Black background | **Mixed**  🞎 White & Asian  🞎 White & Black African  🞎 White & Black Caribbean  🞎 Any other mixed background  **White**  🞎 British  🞎 Irish  🞎 Any other White background | **Other Ethnic Group**  🞎 Chinese  🞎 Any other ethnic group  🞎 I do not wish to disclose this |

**Equality Act 2010**

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

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| \* According to the definition of disability do you consider yourself to have a disability? | 🞎 Yes 🞎 No  🞎 I do not wish to disclose this information |

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| Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'. |
| 🞎 Physical impairment 🞎 Learning Disability/Difficulty  🞎 Sensory impairment 🞎 Long-standing illness  🞎 Mental health condition 🞎 Other |
| If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification? |
| 🞎 Yes 🞎 No |

**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering ‘yes’ to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

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| \* Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?  You should select **NO** if any convictions are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.  Please refer to further information about protected and spent convictions and cautions in the ‘Application form Help - criminal background’ section. (<https://www.jobs.nhs.uk/help/appformhelp_4.html>) |
| 🞎 Yes 🞎 No |
| If **YES**, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing.  You are not required to tell us about parking offences.  Please include any additional information or evidence that you believe to be relevant. |
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| \* Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?  You should tick **NO** if any cautions, reprimands or final warnings are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.  Please refer to further information about protected and spent convictions and cautions in the ‘Application form Help - criminal background’ section. (<https://www.jobs.nhs.uk/help/appformhelp_4.html>) |
| 🞎 Yes 🞎 No |
| If **YES**, please provide details of the caution, reprimand or final warning, including the date and reason administered.  You are not required to tell us about parking offences.  Please include any additional information or evidence that you believe to be relevant. |
|  |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013**The position you have applied for has been identified as being an 'eligible position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)**[the Exceptions Order]** and, in certain circumstances,the Police Act 1997*.* This means that when considering any such appointment, the employing organisation is permitted to request a standard or enhanced disclosure through the Disclosure and Barring Service (known as a DBS check).

Both standard and enhanced DBS disclosures contain information about any convictions, cautions, reprimands and final warnings that are not protected (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Before you complete this form, it will be important for you to read the highlighted note in the section below. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

**Please note that from 29 May 2013, a number of significant changes were introduced under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (S.I. 2013/1198) which means that certain spent (old) or minor convictions and cautions are now protected (i.e. filtered) when specific conditions are met.**

**Any such convictions and cautions will no longer be included in any request for a standard or enhanced DBS check and you are no longer required to declare this information as part of a self-disclosure request or when completing a job application.**

**If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing this form, the following links to guidance will help provide more clarity:**

**The simple guide to filtering (Unlock) at:** <http://hub.unlock.org.uk/knowledgebase/filtering-simple-guide/>

**Practical guidance on the DBS filtering rules (NACRO) at:** [www.nacro.org.uk/resettlement-advice-service/support-for-individuals/](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/)

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| \* Are you currently bound over, or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?  You should tick **NO** if any convictions are protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.  Please refer to further information about protected and spent convictions and cautions in the ‘Application form Help - criminal background’ section. (<https://www.jobs.nhs.uk/help/appformhelp_4.html>) |
| 🞎 Yes 🞎 No |
| If **YES**, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing.  You are not required to tell us about parking offences.  Please include any additional information or evidence that you believe to be relevant. |
|  |
| \* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with children? |
| 🞎 Yes 🞎 No |
| \* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with adults? |
| 🞎 Yes 🞎 No |

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| Have you ever received a police caution, reprimand or final warning in the United Kingdom or in any other country?  You should tick **NO** if any cautions, reprimands or final warnings are protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.  Please refer to further information about protected and spent convictions and cautions in the ‘Application form Help - criminal background’ section. (<https://www.jobs.nhs.uk/help/appformhelp_4.html>) |
| 🞎 Yes 🞎 No |
| If **YES**, please provide details of the caution, reprimand or final warning, including the date and reason administered.  You are not required to tell us about parking offences.  Please include any additional information or evidence that you believe to be relevant. |
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**Relationships**

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| If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship: |
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