



ROC Northwest Ltd
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Co. Reg. Number 5564417

Dear Applicant

Thank you for your interest in our vacancy at ROC Northwest Ltd

I would like to give you some further information about us. ROC Northwest Ltd offers residential care and education for children and young people aged between the ages of 8 to 25. We support young people with different needs such as Autistic Spectrum Disorders, Learning, Physical Disabilities as well as young people with emotional and behavioural difficulties. Our homes and schools are based in locations all over Lancashire, providing a wealth of job positions and career opportunities

At ROC Northwest, we pride ourselves on our friendly, innovative, person-centred, empowering and positive values that we reflect as a company. We are seeking candidates who share the same passion for the values as we do, offering a career where you can develop these attributes further. Offering a superior service within Children's Residential Care, a warm welcome awaits you at ROC Northwest, specialising in support for young people with extreme emotional and behavioural difficulties as well as learning disabilities. Due to expansion, we are seeking caring, compassionate and committed Workers to provide the support that allows our amazing young people to lead ordinary lives. Whilst we offer a variety, superb progression opportunities and training, it takes a courageous and committed individual to really succeed within our organisation. Experience is not essential, but a positive attitude, friendly persona and a caring nature are an absolute must. You will ideally have a full driving, however this isn't essential.

At ROC Northwest, we have 9 homes and a residential school within the Lancashire area. We are seeking people to join us in our homes and offices to make a real difference to young people's lives. We are looking for enthusiastic, person-centred individuals who share the same passion for care as we do!

Thank you for your interest in the position and we look forward to receiving your application

Yours sincerely

Katie Stephens
Heads of service
ROC Northwest Ltd



Application Form

Please can you ensure that you complete every section in black capitals using black ink

Full Name	
Position Applied For:	
Job Reference / Care Home Location	
Date of application:	

Preferred working Pattern (Please tick)	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Bank	<input type="checkbox"/>
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Please state where you learned of this vacancy

1. Personal Details

Surname				
Fore name/s				
Title		Preferred Name		
Are you now, have you ever been, or were you at birth known by a different name? if so can you date when the name changed? Please give details:				
Name:		Used from:		
		Used to:		
Name:		Used from:		
		Used to:		
Place of Birth:			Born outside the UK? If so please give dates you moved	
Nationality:				
Are you required to have a work permit?				
Address				
Postcode				
Please provide the last 5 years of address including dates with months and years (Please attached separate sheet of required)				
	Date from(month/year)	Date to(month/year)	Date from(month/year)	Date to(month/year)
	Date from(month/year)	Date to(month/year)	Date from(month/year)	Date to(month/year)
Telephone	Home			
	Mobile			
Email address				
National Insurance Number				
Do you hold a full current driving licence?	Yes / No	Please indicate number of penalty points on licence (if any)		
If yes date passed				
Do you have your own transport				
DBS – Are you apart of the update service?				

2. Health

Please tick the appropriate box	Yes	No
Have you been absent from work (other than for annual leave) for more than five days in the last twelve months?		
Do you require a work permit for employment in the UK? Permit number		
Do you have any disability/injury/health problems, which may require special arrangements for the interview process? (Specify below)		
Do you have any disability/injury/health problems, which may require support or adaptations for employment? (Specify below)		
Have you ever been dismissed from employment for a reason other than redundancy?		
Have you ever been suspended or subject to disciplinary action?		

If you have answered yes to any of the above, please give details below or use additional sheet.

3. Safeguarding Children

Have you ever been disqualified from working with children?

YES NO

Has your conduct in relation to children ever been a cause for concern or investigation?

YES NO

If yes to either question please provide details

4. Education/Training/Qualifications

Types of education, i.e. Secondary School/College/University Please state actual establishment	Dates From MM/YY To MM/YY	Qualifications Gained (state level)	Grades	Dates
Relevant non-qualification courses attended within the last 5 years				
Organising body	Course Title		Dates MM/YY	
			From	To
Membership of Professional Bodies				
Body	Membership status		Since MM/YY	

6. Other Information

Criminal Convictions Declarations (Rehabilitation of Offenders Act 1974)

Details of Criminal Record

As all posts within the Company will involve contact with vulnerable children, you are required to disclose details of any criminal record and declare all convictions and cautions whether or not they would be spent under the Act. Only relevant convictions and other information will be taken into account, so disclosure of a criminal record may not necessarily be a bar to obtaining this position.

Please tick the appropriate box	Yes	No
Have you ever been convicted of a criminal offence?		
Do you have any criminal charges pending?		
If answering yes to the above questions, fill in the attached form and enclose in the envelope provided marked private and confidential and ensure this is returned as part of your application.		

(Note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions, cautions, reprimands and final warning on your criminal record must be disclosed).

I give consent for a confidential check to be made by **ROC Northwest Ltd** if I am offered the post.

Name

Signed..... Date.....

DBS Check

Please complete if you have registered with the DBS update service

I have registered with DBS Update Service in the last 12 months and consent to ROC Northwest Ltd carrying out a status check

Name..... DBS Certificate Number

Signed..... Date.....

Have you ever worked or lived outside the UK for a period of more than six months?
(Please list countries, reason for stay and dates below)

Country	Reason for Stay	from MM/YY	to MM/YY

N.B. All disabled applicants who meet the essential criteria in the person specification will be interviewed and given the opportunity to outline any reasonable adjustment that may be required.

7. References

One reference must be obtained from your current or most recent employer. Contact will be made prior to interview. References will be used as part of the short listing process. If you do not wish us to contact your present employer prior to interview, please provide an alternative referee who can comment on your work performance.

Please ensure you provide 2 referees. Please provide full address including postcode, telephone number and email address.

Name	Name
Position Held	Position Held
Organisation Name	Organisation Name
Address	Address
Postcode	Postcode
Tel No	Tel No
Email	Email

Please tick here if you do not wish your present employer to be contacted prior to interview



Please supply any other names and contact details for all roles you have had working in a care setting or where you have worked with vulnerable adults or children.

Name, Address, and contact details of Employer	Position Held

Do you have any family members or relations who have worked or who are existing employers within the company?

Please state

8. Experience /Supporting Information

Please give details of any previous experience, paid or unpaid which you consider provides evidence of your abilities for the post for which you have applied.
(Use additional sheet if necessary)

Declaration

I declare that the particulars given in this application form are true to the best of my knowledge. I understand that giving false information will be considered as a fundamental breach of trust and may lead to withdrawal of my application or disciplinary action including dismissal if I should be successful in obtaining this appointment. I acknowledge that this information may form the basis of a computerised personnel system to which I will have access as determined by the Data Protection Act 1984.

Signature _____ Date _____

9. Reference consent

Following changes in Data Protection Laws, all applicants must give permission for ROC Northwest Ltd to request references.

Our policy is that we must request a reference from every care provider you have worked for to ensure there have been no safeguarding issues. When requesting a reference we will use your full name, Date of Birth and National Insurance number in order to obtain an accurate reference. Please complete and sign the below agreement if you agree to a reference check.

Permission to Conduct a Reference Check

I,

authorise ROC Northwest Ltd to obtain references in connection with my application

Signed: _____

Print: _____

Date: _____