

Candidate Information Form

Sanctuary Supported Living is committed to safeguarding and promoting the welfare of everyone that we support and care for and we expect all employees and volunteers to share this commitment. Therefore, all appointments are made subject to satisfactory Disclosure and Barring Service (DBS), qualification and pre-employment checks. All offers of employment are subject to the receipt of satisfactory pre-employment checks including;

- A DBS certificate at the appropriate level for the role
- References
- A complete history of employment, including verification, where reasonably practicable, of the reason for leaving any role involving work with children or vulnerable adults
- Verification of identity
- Verification of the right to work in the UK

Section 1: Personal Details

1. Full Name
2. Any other names you have been known by since the age of 18
3. Address
4. Email Address
5. Phone Number
6. Do you have the legal right to work in the UK? Yes No
7. If applicable, please provide details of any work visa or sponsorship required

Section 2: Position Applied For

1. Job Title

2. Where did you hear about this vacancy?

Section 3: Employment History (Starting with the most recent)

We understand you may have already provided this information, but to meet Ofsted's safer recruitment guidelines, we need to confirm your full work history since leaving school, including any gaps (see section 4). Please include all roles, whether paid or voluntary, that are relevant to working in regulated services.

Employer Name

Employer address

Job Title

Start Date (MM/YYYY) – End Date (MM/YYYY)

Key Responsibilities

Reason for leaving

Employer Name

Employer address

Job Title

Start Date (MM/YYYY) – End Date (MM/YYYY)

Key Responsibilities

Reason for leaving

Employer Name

Employer address

Job Title

Start Date (MM/YYYY) – End Date (MM/YYYY)

Key Responsibilities

Reason for leaving

If you need more space to provide your full work employment, please continue on a separate sheet of paper.

Section 4: Employment Gaps

- 1. Have you had any gaps in your employment history?** Yes No
- 2. If yes, please provide details for each gap, including dates and reasons (e.g. education, travel, family responsibilities, job-seeking, etc.)**

Section 5: Education and Qualifications

Institution Name	Qualification Obtained	Grade	Year of Completion

If you need more space to list all your education and qualifications, please continue on a separate sheet of paper.

Section 6: Professional Training and Certifications

Training Court/ Certification	Institution/Provider	Date of completion

If you need more space to list all your education and qualifications, please continue on a separate sheet of paper.



Section 7: Skills and Competencies

1. Please list any relevant skills that make you suitable for this role

2. Do you have experience using any relevant software or systems? (If yes, please list)

Section 8: Suitability for the Role

As part of our compliance checks, please summarise any key experience, skills, or qualifications relevant to this role.



Section 9: References

Please provide details of your referees for pre-employment checks. One reference must be from your current or most recent employer, and where possible, references should cover the last five years of employment.

Name

Relationship to you

Organisation

Contact number

E-mail address

Name

Relationship to you

Organisation

Contact number

E-mail address

Section 10: Criminal Convictions

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to vulnerable young people. Therefore, any convictions and cautions that would be considered 'spent' must be declared for any operational role. Failure to disclose relevant information may result in withdrawal of a job offer or dismissal if appointed.

- 1. Do you have any convictions, cautions, reprimands, or final warnings that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975?**

Yes No

If yes, please provide details

- 2. If you have been a resident outside the UK for three months or more in the past five years, you may be required to provide a criminal record check from that country. Have you lived outside the UK for three months or more in the past five years?**

Yes No

If yes, please specify the country and dates of residence

Section 11: Additional Information

- 1. Have you previously worked for Sanctuary Group?** Yes No

If yes, please provide details including job title and dates of employment

- 2. Do you require any reasonable adjustments for the interview process?** Yes No

If yes, please specify



Declaration:

I confirm that the information provided in this application is accurate and complete to the best of my knowledge. I understand that providing false or misleading information may result in the withdrawal of any job offer or termination of employment.

Signature:

Date:

**Sanctuary
Supported
Living**

Published March 2025

Sanctuary Supported Living is a trading name of Sanctuary Housing Association and Sanctuary Home Care Limited, both exempt charities.