



# Alderswood

## Living & Learning with Autism

Office 1 South Lodge Farm  
100 Wellingborough Road  
Eton

Northamptonshire NN6 0QR

Tel: 01604 811838 Fax: 01604 811878

e-mail: [info@alderswoodlla.co.uk](mailto:info@alderswoodlla.co.uk)

## Application Form

***You must complete all sections of this form - failure to do so will invalidate your application.***

Application for appointment as: .....

**1. Personal Details (please print)**

Title: ..... Surname: .....

First Names: .....

Details of any previous names: .....

Home Address: .....

.....

.....Postcode: .....

Home Telephone No: .....

Work Telephone No: ..... Mobile No: .....

Current address if different to above:

.....

.....

Date of Birth: .....  
(Information required as applicants under 18 years cannot be considered)

Place of Birth: ..... Nationality: .....

Do you hold a current UK full driving licence: Yes/No

Do you have current CRB (enhanced) clearance: Yes/No



INVESTOR IN PEOPLE

June 2009

**2. Education**

**Please list details of Secondary, Further/Higher Educational establishments attended:**

<b>Secondary School Education:</b>		<b>From Month</b>	<b>Year</b>	<b>To Month</b>	<b>Year</b>
<b>Further/Higher Education:</b>		<b>Month</b>	<b>Year</b>	<b>Month</b>	<b>Year</b>
<b>Institution:</b>	<b>Course(s) undertaken: e.g. Degree; HND</b>				



**5. Details of current or most recent employment**

**Employer's name and address:** .....

.....

.....

.....**Postcode:** .....

**Nature of Business:** .....

**Job title:** .....

**Dates of employment from (month/year) ..... To.....**

**List any absences from work during the last 12 months (other than holidays) with reasons**

.....

.....

.....

**Salary:** .....

**Reasons for leaving** .....

.....

.....

**Please summarise your current/most recent position highlighting skills, duties, responsibilities and experience gained (*use separate sheet if necessary*)**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



**You are requested to respond to the following two questions in your own handwriting. You may if you wish, submit an additional typed sheet in support of your application.**

- 7. Please outline your approach to Care Work; what you regard as important and your understanding and experience of autism and/or those with very special needs, including challenging behaviour. (If you're applying for an administrative or caretaking role please disregard this question.)**

- 8. Please give any other information you consider relevant to your application, including additional experience, special interests and personal characteristics**

**9. Health**

- a. Are you in good health? YES/NO
- b. Are there any medical conditions which may affect your application or your ability to undertake the duties of the position applied for? *(If yes please provide details on separate sheet)* YES/NO
- c. Are you physically able to undertake this work which involves working with children/young adults with learning difficulties & challenging behaviours? YES/NO
- d. Are you registered disabled? *(If yes please provide details on separate sheet)* YES/NO

**10. Referees**

**Please provide details of two people who may be approached for a reference. Your first referee must be your present or most recent employer or school or college if you have not been in employment. The second reference must also be employment related or from an educational institution. Do not use personal references for your referees or ones outside the UK.**

Name: ..... Position: .....

Company/Organisation: .....

Full Address: .....

.....

Postcode: ..... Telephone: .....

May we approach this person for reference before interview? YES/NO

\_\_\_\_\_

Name: ..... Position: .....

Company/Organisation: .....

Full Address: .....

.....

Postcode: ..... Telephone: .....

May we approach this person for reference before interview? YES/NO

***Please note that any offer of employment will be conditional on satisfactory references and enhanced CRB clearance.***

**11. The Rehabilitation of Offenders Act 1974 (exception orders)**

In compliance with the Rehabilitation of Offenders Act (1974) applicants for positions working with substantial unsupervised access, on a sustained or regular basis to children or young persons must declare all convictions or cautions, be they spent or unspent. Failure to disclose such information could result in subsequent dismissal or disciplinary action if you were appointed. Details on any convictions and cautions pending court cases should be attached to this application (in a sealed envelope if preferred). Those who have no (pending) convictions should state here "*I have no convictions and/or cautions and/or pending court cases*" in their own handwriting.

.....  
.....

**12. I confirm that the information in this application is correct to the best of my knowledge, and understand that wrongful completion will invalidate any contract of employment which may be offered to me by Alderwood LLA Ltd.**

**Applicant's signature: ..... Date: .....**

**NB: You will be required to produce confirmation of identity if invited to interview in the form of Passport and/or current UK driving license and utilities bill etc.**

**If you are a foreign national a valid passport and proof of unrestricted work permit must be produced. Failure to produce ID will automatically cancel any proposed interview.**

**You must have valid CRB (enhanced) clearance before taking up any offer of employment. All new employees must be cleared through the Criminal Records Bureau to work with children and vulnerable adults irrespective of any previous clearance you may have. You will be required to complete an application for this and any offer of employment would be conditional on this clearance.**

**Please return the completed application form to:**

**'Recruitment'  
Alderwood LLA Ltd  
1 South Lodge Farm  
Ecton  
Northampton, NN6 0QR**

**Where did you see this post advertised? .....**

---

**OFFICE USE ONLY**

**Date Received .....**

**Closing Date (if applicable) .....**

**Alderwood LLA Ltd. Registered in England No 3876881 Dcsf No. 928/6068  
Directors: JS Wadlow & RS Wadlow & AS Roberts**