SAVERA UK

APPLICATION FORM

Savera UK is committed to safeguarding and promoting the welfare of those at risk. All staff and volunteers are expected to uphold this commitment. Safer recruitment procedures apply to every role, including identity checks and references. All roles must follow Savera UK's Safeguarding Policy.

Important Information

Please ensure your application is submitted in advance of the advertised deadline, as applications received after this time cannot be considered.

Once completed the application form, return it to: recruitment@saverauk.co.uk

Which role are you applying for?	

Surname	
First Name	
Title (optional) For example, Miss, Ms., Mrs., and Mr.	
Full Address	
UK Post Code	
Contact Telephone	
Email Address	
Do you have permission to work in the UK? If yes, please provide details of your current visa or permit (type, reference number, validity period and expiry date).	

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Conflict of Interest

Please declare any family/personal relationship with members of staff currently working within Savera UK

Role Specific Requirements

Some roles at Savera UK involve lone working, home visits, community outreach, or direct service user contact. Does anything prevent you from undertaking these activities if required?

Qualifications & Education

Please include all education and training relevant to this role. Savera UK may request to see original certificate(s) for the qualification listed in this form. Use a separate sheet if needed.

Qualification 1	
Subject/Qualification	
Place of study	
Grade/result	
Date completed	

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Qualification 2	
Subject/Qualification	
Place of study	
Grade/result	
Date completed	

Qualification 3	
Subject/Qualification	
Place of study	
Grade/result	
Date completed	

Qualification 4	
Subject/Qualification	
Place of study	
Grade/result	
Date completed	

Qualification 5	
Subject/Qualification	
Place of study	
Grade/result	
Date completed	

Qualification 6	
Subject/Qualification	
Place of study	
Grade/result	
Date completed	

Qualification 7	
Subject/Qualification	
Place of study	
Grade/result	
Date completed	

Present/Most Recent Employer

Employer Name Most recent employer			
Start Date		**End Date**	
Salary (if applicable)			
Reporting to		**Notice Period**	
Reason for leaving			

Description of your duties and responsibilities

Previous Employment & Volunteering

Please record below all relevant employments, volunteering or other work to support your application. You can add a separate sheet if required.

Employment/Volunteer 1	
Organisation Name	
Job title	
Date (start and end)	
Summary of responsibilities	
Reason for leaving	

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Employment/Volunteer 2	
Organisation Name	
Job title	
Date (start and end)	
Summary of responsibilities	
Reason for leaving	
Employment/Volunteer 3	
Organisation Name	
Job title	
Date (start and end)	
Summary of responsibilities	

Reason for leaving	
Employment/Volunteer 4	
Organisation Name	
Job title	
Date (start and end)	
Summary of responsibilities	
Reason for leaving	
Employment/Volunteer 5	
Organisation Name	
Job title	
Date (start and end)	
Summary of responsibilities	

Reason for leaving	
Employment/Volunteer 6	
Organisation Name	
Job title	
Date (start and end)	
Summary of responsibilities	
Reason for leaving	
Employment/Volunteer 7	
Organisation Name	
Job title	

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Date (start and end)	
Summary of responsibilities	
Reason for leaving	

Employment Gaps Please explain any gaps in your employment, education, or volunteering history. Please include dates and your reason

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Supporting Information:

In this section, please complete the following questions:

Experience & Skills
Describe your relevant work experience and how it prepares you for this role? Give examples to demonstrate your experiences and skills.
What key skills do you bring to this role?
What other additional experiences and skills you further can include voluntary activities.

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Motivation
Why are you interested in this role and our organisation?
What motivates you in your work?

Work Style
How would you describe your work style?

Describe how you manage your workload and prioritise tasks?

Values
Savera UK operates under five core values: respect, innovation, inclusion, ambition and compassion. If successful in this role, how would you put these values into practice within your work? Please give at least one example.

Provide an example of when you challenged inappropriate behaviour or acted on a safeguarding concern. What actions did you take, and what was your key learning? *This may include concerns raised in paid or voluntary work, community settings, or through personal experience.*

Accessibility & Practical
Are there any reasonable adjustments we can make to support you in the recruitment process?
Is there anything in your personal or professional life that could create a conflict of interest with Savera UK? If so, please tell us.

Do you have a driving licence, and do you have a vehicle you can use for work?

Data Protection

How your data will be used and stored is explained in Savera UK's Recruitment Privacy Notice. Available on request.

Data Retention

Your application will be kept for six months in accordance with our Data Retention Policy and then securely deleted unless you give consent for us to keep it for longer.

Diversity, Equality, and Inclusion

Savera UK is committed to diversity, equality and inclusion. A separate Equal Opportunities Monitoring Form has been provided alongside this application; all applicants are required to complete and is used for monitoring purposes only. This form is separated from the application and not seen by the shortlisting panel.

Rehabilitation of offenders

This role is exempt from the Rehabilitation of Offenders Act 1974. You must disclose all unspent convictions and any convictions that are not filtered under the DBS filtering rules. Having a criminal record will not automatically bar you from employment. Information will be treated in the strictest confidence.

Please note any criminal convictions, except those spent under the Rehabilitation of Offenders Act 1974. If none, please state. If yes please give details

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References

Please provide two references, and **at least** one reference must be able to comment on your conduct, performance, and suitability to work in a safeguarding environment.

Referee 1			
Surname		**First Name**	
Job Title			
Telephone		**Mobile**	
Email			
Relationship			
Can the referee be contacted prior to interview	☐ **Yes**	☐ **No** **Please give a reason**	
Referee 2			
Surname		**First Name**	
Job Title			
Telephone		**Mobile**	
Emails			
Relationship			
Can the referee be contacted prior to interview	☐ **Yes**	☐ **No** **Please give a reason**	

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Role Requirement Statement

This role may involve occasional evening or weekend work depending on service needs.

Declarations

The information you provide in your application is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful, it will also form the basis of your personal file. If you are not successful, your details would be kept for six months and then destroyed.

- Shortlisted candidates will be required to provide original proof of identity and right to work documentation at interview
- I understand that the Information on my job application form and CV may be held on manual or computer systems
- I confirm that the name and personal details provided in this application match my legal identity documents
- I confirm that all the information I have supplied on this application form and CV is to the best of my knowledge
- I confirm that the employment dates provided are accurate and can be verified
- I further confirm that there are no matters which could affect my application, which I have not declared, including my fitness to undertake the role
- I understand that providing false information may lead to withdrawal of any offer of employment or termination of future employment
- If appointed, I consent to Savera UK contacting any previous employer to verify employment, performance, and conduct

I agree to the above declaration			
Signature			
Full Name		**Mobile**	
Date			

Before submitting, please ensure you have:

- ✓ Completed all sections in full
- ✓ Read and understood everything in the job description and application
- ✓ Completed the 'Equal Opportunities Monitoring Form'
- ✓ Provided two referees, with **at least** one character reference
- ✓ Read, and signed the declaration