

**THE SINGHING TREE**  
**Employment Application Form**  
**(For Support Worker and Manager Roles)**

*The Singhing Tree is committed to safeguarding and promoting the welfare of vulnerable individuals.*

*All applicants must share this commitment.*

*This form supports our safer recruitment process and must be completed in full.*

<b>1. Position Applied For</b>	
<input type="checkbox"/> Support Worker <input type="checkbox"/> Key Worker <input type="checkbox"/> Manager <input type="checkbox"/> Other (please specify):	
<b>Location:</b>	
Full-time / Part-time:	
Date available to start:	
Where did you hear about this vacancy?	
<b>2. Personal Details</b>	
<b>Full Name:</b>	
<b>Previous Name(s) (if applicable):</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>National Insurance Number:</b>	
Do you require a work permit to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of your Right to Work will be required before employment begins.</i>	
<b>3. Equality and Diversity Monitoring (Optional)</b> <i>The Singhing Tree is committed to equality and diversity. This section is optional and used for monitoring purposes only.</i>	
Gender:	
Age Range:	
Ethnic Background:	

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Disability:	
Religion / Belief:	
Sexual Orientation:	
Prefer not to say <input type="checkbox"/>	
<b>4. Driving Information (If applicable)</b>	
Do you hold a full UK driving licence?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Do you have access to a vehicle for work purposes?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Do you have any driving endorsements?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If yes, please provide details.	

**5. Qualifications and Professional Training**

*Please list qualifications relevant to the role.*

Qualification	Subject	Institution	Year Achieved
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Professional Certifications (if applicable):

- NVQ / Diploma Level 3 in Health and Social Care
- NVQ / Diploma Level 5 in Leadership and Management
- Safeguarding Training
- First Aid
- Mental Health Training
- Other:

### 6. Employment History

*Please provide full employment history since leaving secondary education including voluntary work, education and periods not working*

<b>Employer</b>	<b>Job Title</b>	<b>Dates</b>	<b>Reason for Leaving</b>
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*If there are gaps in employment, please explain below.*

### 7. Experience Relevant to Supported Accommodation

Please describe your experience working with:

- Vulnerable young people or adults
- Housing support or supported accommodation
- Safeguarding
- Multi-agency working

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**8. Safeguarding Competency Questions**

*(Used as part of safer recruitment assessment)*

**Question 1**

What does safeguarding mean to you in the context of supported accommodation?

**Question 2**

Describe a situation where you had concerns about a vulnerable person's safety. What actions did you take?

**Question 3**

What would you do if a resident disclosed abuse or exploitation to you?

**Question 4**

How would you respond if a colleague behaved in a way that concerned you regarding safeguarding?

**Question 5**

Supported accommodation often involves working with individuals experiencing trauma, mental health challenges, or risk behaviours. How would you build trust while maintaining professional boundaries?

**9. Risk Management and Professional Judgement**

**Scenario Question 1**

A resident returns late at night visibly distressed and possibly under the influence of substances. What steps would you take?

**Scenario Question 2**

A resident refuses support but appears to be at risk of exploitation. How would you manage the situation?

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**Scenario Question 3**

A conflict arises between two residents in the accommodation. How would you de-escalate the situation?

**10. Values and Professional Practice**

Why do you want to work for The Singhing Tree?

How do you promote dignity, respect and independence when supporting vulnerable individuals?

Describe how you would contribute to a positive and safe environment within supported accommodation.

**11. Criminal Convictions**

*This role is exempt from the Rehabilitation of Offenders Act 1974. All applicants must disclose any unspent or relevant convictions.*

Do you have any convictions, cautions, reprimands or warnings that are not protected?

Yes

No

If yes, please provide details.

*All appointments are subject to an Enhanced DBS check.*

**12. References**

*Please provide two references, one of which must be your most recent employer.*

**Reference 1**

Name:

Position:

Organisation:

Telephone:

Email:

Relationship:

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**Reference 2**

Name:

Position:

Organisation:

Telephone:

Email:

Relationship:

May we contact your referees prior to interview?

Yes

No

**13. Health Declaration**

Do you have any health conditions that may affect your ability to perform the duties of the role?

Yes

No

If yes, please provide details.

*Reasonable adjustments will be considered where appropriate.*

**14. Conflict of Interest**

Do you have any personal relationships with residents, staff members or stakeholders connected with The Singhing Tree?

Yes

No

If yes, please provide details.

**15. Supported Accommodation Compliance**

*The Singhing Tree operates in accordance with the Supported Accommodation (England) Regulations 2023 and safeguarding regulations.*

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All employees must:

- Promote the welfare of vulnerable individuals
- Follow safeguarding policies and procedures
- Report concerns immediately
- Participate in safeguarding training

Failure to comply may result in disciplinary action.

**16. Data Protection**

The Singhing Tree processes personal data in accordance with:

- UK GDPR
- Data Protection Act 2018

*Information collected will only be used for recruitment and safeguarding purposes.*

**17. Applicant Declaration**

I confirm that the information provided in this application form is accurate and complete.

I understand that:

- Providing false information may result in withdrawal of employment or dismissal
- Employment is subject to satisfactory references
- An Enhanced DBS check is required
- Right to Work documentation will be verified
- Safeguarding checks will be undertaken as part of safer recruitment

Signature:

Date:

*Internal Recruitment Assessment (For Employer Use Only)*

Shortlisting Score

Criteria	Score
Safeguarding knowledge	
Experience with vulnerable people	
Risk management judgement	
Communication skills	
Values and motivation	

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Total Score:

Shortlisted for interview:

Yes

No