**Guidance for Completion of the Application Form and Form of Authority**

This guidance is for applicant(s) to foster for Fostering People and FP staff involved in helping applicant(s) complete their application.

Completion of this application form is a part of the assessment process for a prospective FP foster carer. Careful attention to the details required will save time later in the assessment process. Whilst the amount and nature of information requested may seem daunting, it is essential to ensure that the application (and subsequent assessment) complies with the law, regulations and minimum standards for fostering services. **Please be aware that failure to disclose information could result in a delay in the assessment process. If you are unsure about what to include then please contact Fostering People on 01159455445.**

There are 4 parts to your enquiry to foster:

 Part 1 – Initial Enquiry

 Part 2 – Home Visit

 Part 3 – Form of Authority

 Part 4 – Application Form

Once all the information is gathered it will be assessed for allocation to assessment.

Thank you for your time and cooperation.

**Completing the Application Form**

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| **General Information** | * Please complete each box in capital letters
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| **Previous Surnames** | * Please make sure you complete dates to/from, including date/month/year
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| **Nationality** | If you are not born/resident of the UK, you will need to have permanent leave to stay and provide documentary evidence of this. |
| **Disclosure and Barring Service (DBS)** | A criminal conviction will not necessarily lead to a refusal of your application.You are required to inform us of whether you have any unspent convictions, cautions, reprimands or warnings. You will have given us full details prior to being invited to complete this application form. By signing the form of authority you agree for us to carry out the required checksPlease note the Filtering rules below for criminal record check certificates which were introduced in May 2013. **For those 18 or over at the time of the offence: An adult conviction will be removed from a DBS certificate if:** * 11 years have elapsed since the date of conviction; and
* it is the person’s only offence, and
* it did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be includedAn adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding**For those under 18 at the time of the offence:** The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years The same rules apply as for adult cautions, except that the elapsed time period is 2 years |
| **Address History** | * Please include date/month/year and postcodes covering the last ten years
* Please provide as complete a record as can be recalled
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| **Employment History** | * Please include date/month/year of employment periods
* Please provide full address details of employer
* Please list all periods of employment whether paid or unpaid. This must be since you left school. Any gaps in employment must also be listed along with the reason(s). We will obtain references from your current employer and, additionally, from those where you have worked with children or vulnerable adults.
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| **Health** | * Further medical forms will be provided by the FP social worker/assessor for completion as part of the Assessment (BAAF form AH). These will be reviewed by the applicants’ GP who will conduct a medical examination and provide a confidential report which our agency medical advisor will comment on specifically to consider any issues which may be relevant to your application.
* Applicants who wish to see the report prepared by their GP (or other medical practitioner/health professional) must make arrangements to do so

directly with their GP/other medical or health professional who compiles the report.  |
| **Adult birth/step children** | * Please provide as complete a record as possible
* Any adult birth/step children living at home over 18 will be subject to a DBS check.
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| **Ex-partner Details** | * Please provide as complete a record as possible. This is required as part of the assessment. In most cases (unless there has been abuse within a relationship or to contact an ex-partner will create a risk of harm to one or more persons) it is necessary to contact all ex-partners, particularly when you have lived with or had children with them.
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| **Personal Referees** | * Please select one family member and two friends per applicant who will be sent a reference form to complete.
* Please ensure that you select friends who have known you for over 2 years and who are ideally quite local to you.
* If applying as a couple, please ensure that at least 1 of the friends or family members know you as a couple. However, do not use the same referees as your partner.
* All referees should be willing to be interviewed for follow up of their written reference
* For single applicants, all three referees will be interviewed.
* For joint applicants, the Assessor will interview one family member and two friends from the six referees provided.
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| **Regular Visitors to the Home** | * This section should only be completed if you are applying to be the main carer.
* It is likely that regular household visitors will be considered as part of the assessment.
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| **Household Pets** | * Please provide as complete a record as possible
* During your assessment your pets will be assessed and checked, it may be necessary to contact your veterinary practice for further details
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| **Child-minding Reference / Adult Reference Scheme / Fostering Reference (past or present)** | * if you have fostered previously then it will be necessary to contact the agency for a reference
* Please provide full name, address & contact details of the relevant organisation/s
* Please include any overseas student placement schemes / colleges /schools
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| **Internet Checks** | * Please provide details of any social media sites that you are a member of.
* Assessing social workers will carry out searches on the internet to view any information within the public domain that is accessible by any member of the public e.g. Facebook, Twitter, Instagram, Youtube and Linkedin. These will be general searches using names, but not private areas that are password protected and confidential to you
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| **Signature details** | **• Please sign and date in the box** |