**Action4Care  
APPLICATION FORM**

|  |
| --- |
| **Personal Details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post Applied For: |  | | | |
| Service applying for: |  | | | |
| Surname: |  | | | |
| Forename: |  | | | |
| Title: |  | If other please specify: | |  |
| Have you ever been known by any other name? | Surname: | | Forename: | |
| Address: |  | | | |
| Time at current address: | Years Months | | | |
| Post Code: |  | | | |
| Telephone (Home): |  | | | |
| Telephone (Mobile): |  | | | |
| E-mail address: |  | | | |

|  |
| --- |
| **Right to work in the UK** |

|  |  |
| --- | --- |
| Are there any restrictions on your right to work in the U.K? | Yes  No |
| If yes, please state restrictions and the expiry date of any permissions. |  |

|  |
| --- |
| **Preferred work arrangements:** |

|  |  |
| --- | --- |
| Preferred work arrangement: | Full Time |
| Part Time  If so, how many hours: |
| Bank |

|  |
| --- |
| **Drivers License** |

|  |  |
| --- | --- |
| Do you have a valid drivers license? | Yes  No |
| What date did you pass your driver’s test? |  |
| Do you have any endorsements on license? | Yes  No |
| If yes, please give details. |  |

|  |
| --- |
| **Employment History** |

Please include ALL employment since leaving secondary education. Please give an explanation of any periods when you were not in employment, education or training. A continuation sheet may be used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name** | **Position Held**  *(or Reason for gap in employment)* | **Date From (Month & Year)** | **Date To (Month & Year)** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Reference Details.**  **Please be advised a minimum of 2 references will be required, one of which must be your current or most recent employer.** |
|  |

|  |  |
| --- | --- |
| Can we approach your current employer before an offer of employment is made? | Yes  No |

**Reference 1:**

|  |  |
| --- | --- |
| Company: |  |
| Name: |  |
| Position in Company: |  |
| Telephone Number: |  |
| Email (must be professional when possible): |  |
| Please state in what capacity the referee knows you: |  |

**Reference 2:**

|  |  |
| --- | --- |
| Company: |  |
| Name: |  |
| Position in Company: |  |
| Telephone Number: |  |
| Email (must be professional when possible): |  |
| Please state in what capacity the referee knows you: |  |

**Character Reference if required (if unemployed at the time of application):**

|  |  |
| --- | --- |
| Company: |  |
| Name: |  |
| Position in Company: |  |
| Telephone Number: |  |
| Email (must be professional when possible): |  |
| Please state in what capacity the referee knows you: |  |

|  |
| --- |
| **Other Relevant Experience** |

|  |
| --- |
| *Please give* details of any other relevant experience: |
|  |

|  |
| --- |
| **Education** |

Please provide details of your education and training with the most recent first.

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Subject(s) Studied/Studying | Level, eg, GCSE,  A Level, BTEC | Grade Attained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **CPD and Training** |

|  |
| --- |
| Please give details of recent (within the last 3 years) training which you believe to be relevant to the role. |
|  |

|  |
| --- |
| **SUPPLEMENTARY INFORMATION**  Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths etc. Please continue on a separate sheet if necessary. |

|  |
| --- |
|  |

|  |
| --- |
| **Additional Information** |

|  |  |
| --- | --- |
| If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire and may be required to undergo a medical examination before commencing employment. |  |
| Have you ever worked for this Company before? | Yes  No |
| If **YES**, please give full details |  |
| Have you applied for employment with this Company before? | Yes  No |
| How much notice are you required to give to your current employer? |  |

|  |
| --- |
| **Safeguarding** |

|  |  |  |
| --- | --- | --- |
| Your employment is subject to a satisfactory disclosure and barring check from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997. | | |
| Do you have or are you currently subject to any criminal charges ? | Yes | No |
| If Yes details should be given in a sealed envelope marked “Private and Confidential” –and brought to interview and handed to the HR Manager. | | |
| If successful, you will be required to provide the appropriate documentation to allow an Enhanced DBS check to be completed. | | |

|  |
| --- |
| **Declaration** |

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is to the best of my knowledge complete and correct. I understand that, should my application be successful, any false, incomplete or misleading statements may lead to dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

|  |
| --- |
| Click here to enter text. |

**Data protection**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The Organisation treats personal data collected during the recruitment process in accordance with its [data protection policy](https://www.xperthr.co.uk/policies-and-procedures/data-protection-policy/162690/) / [policy on processing special category personal data and criminal records data](https://www.xperthr.co.uk/policies-and-procedures/processing-special-category-personal-data-and-criminal-records-data-policy/163520/). Information about how your data is used and the basis for processing your data is provided on http://www.action4care.org/