



Providing Specialist Residential Care

JOB

APPLICATION FORM

Title of post applied for: _____

Thank you for your interest in job opportunities with us. Please complete ALL sections of the application form in black in. Any information provided will be treated in the strictest confidence.

PERSONAL DETAILS

Surname:		First Name(s):	
Address:			
		Post Code:	
Length of time at this address:			
Home Telephone Number:	Mobile Telephone Number:		
e-mail address:	National Insurance Number:		
Do you hold a British passport?	If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.		
Do you need a work permit to be employed in the UK	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post)	

Preferred work arrangements:	<input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
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Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
If YES, please give further details including dates:			
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
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

EDUCATION & TRAINING

Schools attended	From	To	Examinations passed – Subject/Grades

University/College	From	To	Examinations passed – Subject/Grades
Relevant NVQ's Obtained	From	To	Subject/Grades
Other relevant qualifications obtained	From	To	Subject/Grades

FULL EMPLOYMENT HISTORY

Current or Most Recent Employer

Are you currently employed?		YES/NO
Name of present or last employer:		
Address:		
		Post Code:
Telephone No:		
Nature of business:		
Position and outline a brief description of your duties:		
Reason for Leaving or wishing to leave:		
Period of notice required to terminate present employment:		
Length of Service:	From:	To:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	From/To Dates	Position held/Main duties	Reason for leaving

ABOUT YOU:

Why would you like to work for the Company?	
How can you make a positive difference to the team?	
What will our team like about you?	

FURTHER INFORMATION:

Are you facing any criminal prosecution?	Yes – please give details	No
Do you have any police cautions, notices of prosecution, convictions or a criminal offence this is not 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes – please give details	No
Have you been dismissed from any employment?	Yes – please give details	No
Have you ever been or are you currently going through any investigation or disciplinary action?	Yes – please give details	No
Are you currently able to conduct the job you are applying for?	Yes – please give details	No

ADDITIONAL INFORMATION

REFERENCES

Please give the names and addresses of two referees, one of whom should be **your current or most recent employer** and the other **previous employer**. Please **do not** give the name of a relative or friend as a referee. If you are known to your referee by a former name please supply the name by which you were known.

Can we approach your current employer before an offer of employment is made?	YES / NO
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1st Referee

Name:
Position:
Address:
Post Code:
Telephone Number:

2nd Referee:

Name:
Position:
Address:
Post Code:
Telephone Number:

How did you hear of this vacancy?

DECLARATION

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that any offer of employment is subject to satisfactory references and DBS checks, and I authorise the Company to obtain references to support this application once an offer has been made and accepted.

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the Data Protection Act 1998. I also give my consent for my personal information being retained and used to process my application for employment.

Signature:	Date:
Name:	