

Application Form Carers

STRICTLY CONFIDENTIAL Application for Employment

Please type or complete this form in black ink

POSITION APPLIED FOR	Date of Application

1 PERSONAL DETAILS

Surname		First names	
Address		Previous Names	
		Home Telephone No.	
National Insurance No.		Mobile No.	
Immigration Details		E-mail	
Please notify us of any dates you are available for interview:			
Are you a citizen of the EU?	Yes	No	
Do you need a work permit?	Yes	No	
Current driving licence?	Yes	No	
Do you have a car for work use?	Yes	No	

2 NEXT OF KIN

Surname		First names	
Address		Relationship	
		Telephone	

3a PREVIOUS EMPLOYMENT

A full employment history must be detailed beginning with your current employment and covering all reasons for gaps in any given year.

Date		Employer's name (most recent first)	Position held	Salary & Benefits	Reason for leaving
From	To				

3b EDUCATION

(Original documents as proof of qualification will be required at interview)

Secondary School / College / University	Examinations taken	Result

4 REHABILITATION OF OFFENDERS ACT 1974 – NOTICE TO OFFENDERS

Because of the nature of the work involved, the post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act (Exemption Order 1975). This means that you are not entitled to withhold information relating to any convictions you may have had.

Do you have any convictions to disclose?

Yes	No
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Any information should be given on a separate sheet and sent with this application form. This information will be treated as confidential and will not necessarily preclude you from employment.

Signature:		Date:	
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Failure to declare or the falsification of any of the above details will result in the withdrawal of any job offer.

5 ADDITIONAL PERSONAL DETAILS

Outside interests, leisure time activities and other personal information which you think may assist us in evaluating your application.

6 REFERENCES

Please give the name and address of at least two referees, one of whom must be your present employer or your most recent employer.

	Name	Status	Address and Telephone No
1			
2			
3			

This organisation seeks to work in a flexible and family-friendly manner with its staff, however, unsocial hours are part and parcel of a quality care service. Weekend working is a requirement for all staff, the frequency of which will be determined at interview.

Please indicate holiday dates if already booked _____

Period of notice required in the present post _____

Earliest start date _____

Thank you for completing this application form.

I declare that to the best of my knowledge, all of the information contained and documented herein is complete and truthful.

Signature:		Date:	
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FOR OFFICE USE ONLY

Applicant shortlisted	Yes	No
Interview Date:		
References requested:		
Verbal reference check	Yes	No
Date:		

Additional Notes from application

Applicant shortlisted	Yes	No
Full employment history?	Yes	No

Notes for interview

Equal Opportunities Monitoring

This section of the application will be detached and used for monitoring purposes only. Our organisation recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation religion or belief. We welcome applications from all sections of the community.

Date of Birth:	
Gender	☐ Male ☐ Female ☐ I do not wish to disclose this

Race Relations (Amendment) 2000

I would describe my ethnic origin as (please indicate with a tick)

Asian or Asian British		Mixed Raced		Other Ethnic Group	
☐	Bangladeshi	☐	White & Asian	☐	Chinese
☐	Indian	☐	White & Black African	☐	Any other ethnic group
☐	Pakistani	☐	White & Black Caribbean	☐	I do not want to disclose this
☐	Any other Asian background	☐	Any other missed background		
Black or Black British		White			
☐	African	☐	British		
☐	Caribbean	☐	Irish		
☐	Any other Black background	☐	Any other Black background		

Employment Equality Regulations 2003

I Please select the option which best Please indicate your religion or belief describes your sexuality.

☐	Lesbian	☐	Atheism	☐	Sikhism
☐	Gay	☐	Buddhism	☐	Judaism
☐	Bisexual	☐	Christianity	☐	Hinduism
☐	Heterosexual	☐	Islam	☐	Other
☐	I do not wish to disclose this	☐	Jainism	☐	I do not wish to disclose this

I declare that the information given is correct to the best of my knowledge. I understand that omissions or false statements may disqualify me from employment or lead to dismissal. I give the employer the right to investigate all references.

Signature:		Date:	
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