

Appendix 1

For Official Use Only:

JOB APPLICATION FORM

About our Recruitment Process

If you have a disability, which makes it difficult to complete this document or to participate in any part of our recruitment process, please contact us and we will be happy to discuss reasonable adjustments which can be made to assist you.

Position applied for:			
Job vacancy number: (where applicable)		Establishment:	

1: About you

Surname:		Forename(s):		Title:	
Home telephone:		Mobile:			
Work telephone:		Email:			
Address:					
Postcode:					

Do you hold a current driving licence?	Yes		No	
Do you have the right to work in the UK?	Yes		No	

Are you over 18?	Yes		No	
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If teacher, give DfES reference number:	
If nurse, give NMC reference number:	
National Insurance No:	

At interview you will be asked to produce documentary evidence (for example P45, P60, NI Card, EU Passport and Home Office Passport endorsement stamp).

2: Who do you currently work for?

Name and address of employer:			
Postcode:			
Type of business:			
Job Title:		Current Salary:	
Dates of employment:		Benefits:	
Briefly tell us the main things you have done as part of your job:			

Reason for seeking other employment:	

3: Who have you worked for in the past?

Use the table below to tell us about your work experience starting with the most recent, prior to your current employer. Remember include any voluntary work experience you have. Please also explain any gaps in your employment history.

Employer	Job Title	Dates (From/To)	Reason for leaving

4: What Qualifications/ training do you have?

Please include details of any occupational or other training

Name of secondary school / college/ university / company	Dates (from – to)	Qualifications gained (and grades if known)

5: Why do you think you are suited to this job?

Use as much of the space as you wish to explain how well you match the qualities needed to do this job. You can find these qualities on the job description

6: References

Please give the name of your current and most immediate employer who is not related to you. If you only have one work referee, your second referee may be a character referee who is not related to you. If you have no previous work experience, you may use your Head Teacher or Tutor's names, and your second referee should be a character referee who is not related to you.

Reference One			
Name:		Position:	
Organisation:			
Address:			
Email:		Telephone Number:	

Reference Two			
Name:		Position:	
Organisation:			
Address:			
Email:		Telephone Number:	

If neither of the above is your present employer please give reasons:	
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Please confirm whether references (including telephone references) may be taken up without further approval?

Yes		No	
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7: Declaration

Signature of this document indicates that you have read the job description and any other information issued relating to the vacancy and can confirm that, if your application is successful, you would be able, after any reasonable adjustments required under Equality Act, to perform all tasks required for the proper performance of the role you are applying for. In addition it indicates that all the information given by you is accurate. Incomplete or misleading information may, on discovery, result in summary dismissal.

Signature:		Date:	
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Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Due to the nature of the work we use the Criminal Records Bureau's Disclosure Service to make checks at an enhanced or standard level (depending on the job applied for) on all persons offered employment with the home/hospital.

General Data Protection Regulations

Personal information will be collected and processed by the Company in the course of the recruitment process in accordance with the terms of the Company's Privacy Notice (a copy of which can be found on the Company's website).



Previous Addresses

Please provide previous addresses to cover the last 5 years if applicable stating MM/YY of moving into each address with no gaps. If you have lived at your current address for over 5 years please can you provide the date you moved in below (MM/YY). This information is required

Dates (from/to)	Address