

**CONFIDENTIAL
CARING HANDS APPLICATION FORM FOR EMPLOYMENT**

POSITION APPLIED FOR:

A. PERSONAL DETAILS

Surname: õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ Title: õ õ õ õ õ õ õ õ õ õ õ .

Forename(s): õ ..

Address: õ ..

õ Postcode: õ õ õ õ õ õ õ ..

Telephone: õ õ õ õ õ õ õ õ õ õ õ õ .. Mobile: õ õ õ õ õ õ õ õ õ õ õ õ õ õ

Email address: õ

Current driving licence: YES / NO Details of current endorsements:

Use of car/motorcycle: YES/NO

B. EDUCATION AND TRAINING

i. SCHOOLS

Dates

Qualifications

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ii. COLLEGES/UNIVERSITIES

Dates

Qualifications

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iii. OTHER TRAINING

Dates

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C. EMPLOYMENT HISTORY

(Please commence with most recent employer & explain any gaps in employment)

Dates From . To	Name & address of employer	Job title	Wages/salary	Reason for leaving

Current notice required:

D. REFERENCES

(Please give the names and addresses of three people whom we may obtain both work experience and character references. Please state their position within the organisation. We reserve the right to contact past employers. One must be your present or most recent employer. You must not name a relative as a referee)

Position within company:	Position within company:	Position within company:

E. HEALTH DETAILS

Is there anything we need to know in order to offer you a fair selection interview? For example, do you need a signer or interpreter or require an accessible interview room?

F. LEISURE

Please note any sports, hobbies, pastimes etc.

G. GENERAL COMMENTS

Please set out below the principal reason for your application and highlight main achievements to date and the strengths you would bring to this post. Please continue on a separate sheet if necessary.

H. CRIMINAL RECORD

The provisions relating to the non-disclosure of criminal convictions do not apply to the position you are applying for. You must therefore disclose any criminal convictions and cautions, even if, under the Rehabilitation of Offenders Act 1974, they would otherwise be regarded as spent.

Have you been convicted of a criminal offence and/or received a caution at any time? YES/NO

If yes, please give details of the conviction(s)/caution(s) and the date(s)

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I. DBS CHECK (formerly CRB)

I understand that any offer of employment will be subject to a satisfactory enhanced DBS check being carried out by the Company or being produced by me. If the Company have to apply for a DBS check, I agree to pay the fee for the required disclosure, either by cheque or deducted from my first two pay periods. I accept that the Company reserves the right to recover this sum from me in the event that I choose not to accept an offer of employment made to me. This may include taking legal action.

Signed: Date:

J. DATA PROTECTION NOTIFICATION

(Please read this carefully before signing this application form)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed: **Date:**

K. LEGAL ENTITLEMENT TO WORK IN THE UNITED KINGDOM

I confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment*

Or two from the following:-

- an official document bearing a national insurance number along with:-
 - a birth certificate, or
 - a letter from the Home Office, or
 - an immigration status document
- a work permit*, along with:-
 - a passport, or
 - a letter from the Home Office*

In either case, these must confirm the holder has permission to enter or remain in the UK and legally undertake the employment which is the subject of this application (marked with *).

Signed: **Date:**

L. DECLARATION

I confirm that the above information is correct and that any false or misleading information will give the Company the right to terminate any employment contract offered.

Signed: **Date:**