

Employment Application Form



Application for
the Post of:

Job No:

N/A

Personal Information

Previous Name(s): (if applicable)

Last Name:

First Name(s):

Home Address:

Postcode:

E-mail address:

National Insurance No (If you have one):

Date of Birth:

Do you have a full current
driving licence?

Yes No

Home Telephone
Number:

Do you have daily use of a
vehicle?

Yes No

Work Telephone
Number:

Do you have any penalty
points on your licence?

Yes No

Mobile Telephone
Number:

If so, how many?

Do you consider yourself to have a disability?

Yes No

(NB: The Equality Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities")

If you have a disability, are there any arrangements which we can make for you if you are called for interview?

Yes No

If yes, please outline your requirements:

How did you find out about this
job?

How many hours per day would you ideally like to work?

Present (or Most Recent) Employment

Employer Name, Address and Telephone Number:

Date Started:

Job Title:

Present or Final Grade/Salary:

Specify any Additional Benefits/Payments you Receive:

Notice Required:

Date of Leaving (if applicable):

Reason for leaving (if applicable):

Please Provide a Brief Description of Duties of the Post (Continue on a separate sheet if necessary):

Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
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Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Supporting Information

Please give any details you wish in support of your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information sent to you. (Please continue on a separate sheet if necessary).

References

One reference should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. Please include name, address, telephone number and e-mail address if known. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references.

1st Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No:

Capacity:

2nd Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No:

Capacity:

Please note: Your references will only be sought should you be made a conditional offer of employment with Willow Senior Care Ltd.

Immigration, Asylum and Nationality Act 2006

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

Yes No

Self-declaration of criminal record

We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As working with vulnerable adults are 'Regulated Activity'.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

For information regarding filtering of convictions please see:

www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences?

Yes No

Are you barred from working with vulnerable adults or subject to any sanctions imposed by a regulatory body?

Yes No

If you have answered yes to either of the above questions, please provide dates and brief details here:

Willow Senior Care Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Declarations

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of recruitment. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true and agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of recruitment.

Signed:

Date: