**EMPLOYMENT APPLICATION FORM**

All information will be treated as strictly confidential and no approach will be made to any person without your permission.

|  |  |
| --- | --- |
| Title |  |
| Forename(s) |  |
| Surname: |  |
| Male/Female |  |
| Home Address |  Post Code: |
| Home Tel. No. |  |
| Mobile Tel. No. |  |
| Current Daytime Tel. No. |  |
| Email address |  |
| National Insurance No. |  |
| Position Applied for |  |

**Current or most recent employment details**:

|  |  |
| --- | --- |
| Company/employer name |  |
| Address |  |
| Telephone number |  |
| Nature of Business |  |
| Your position within the business |  |
| Your Responsibilities |  |
| Your period of employment |  |
| How many days sickness have you had in the last 12 months |  |
| Do you require any special provisions in respect of any disability or medical condition that would assist you in carrying out your duties in the position being applied for? |  |
| Your rate of pay [please enclose copy of most recent pay slip] |  |
| Reason for leaving |  |
| Have you given your notice to your current employer Y/N |  |
| How soon could you commence work |  |
| Do you have any holiday commitments |  |

**Full previous employment history or attach a copy of you CV. Please give an explanation for any gaps in your employment history. Attach a continuation sheet if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Position and main responsibilities** | **Period of employment** | **Reason for leaving** | **Contact name and telephone number** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

**Training**

**Please give details of any qualifications that you hold or training that you have received.**

|  |  |  |
| --- | --- | --- |
| **School, College, etc.** | **Date** | **Qualifications** |
|  |  |  |

**Previous relevant experience**

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| --- |
|  |

**Hobbies & Interests**

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**References**

**Please give the details of one previous employer as reference. This should be from your last period of employment. Also one character reference is required.**

**Employer Reference**

|  |  |
| --- | --- |
| Contact name  |  |
| Business name |  |
| Business address |  Post Code: |
| Tel no |  |
| Email |  |

**Character Reference**

|  |  |
| --- | --- |
| Name |  |
| Address |  Post Code**:**  |
| Tel no |  |
| Email |  |

**Driving Licence**

|  |
| --- |
| **Yes/No if yes, type of license** |

**Please tell us what qualities you can bring to the position you are applying for and why you think you would be good in this job.**

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**Rehabilitation of offenders’ declaration**

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the

Rehabilitation of Offenders Act 1976 (Exceptions) Order 1975 (as amended in 2013)?

Note: Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. If however you are appointed failure to disclose any criminal conviction will lead to your employment being terminated.

|  |  |
| --- | --- |
| If yes, please give full details: | Dates:  |
|  |  |

When you attend for interview you will need to bring the following forms of identification and verification. Please tick the box to confirm that you can produce these items and that you will bring them to the interview.

|  |  |  |
| --- | --- | --- |
| 1 | Passport or driving license |  |
| 2 | Utilities Bill |  |
| 3 | Copy of most recent pay slip |  |
| 4 | Residency visa & work permit where appropriate |  |

Any employment will be subject to the following;

* Completion of an application form
* Provision of two references one from current or most recent employer
* Complete a Rehabilitation of Offenders Declaration
* Agree to a Disclosure and Barring Service Enhance Check
* You will be given and expected to sign a contract of employment
* You must be confidential with any information you receive or use within the home and complete a confidentiality agreement

I hereby certify that the answers given in this questionnaire are complete and true to the best of my knowledge. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |