



Job Application Form

Post Applied for:

Closing Date:

Interview Date:

Please complete this form fully using black ink or type. Please ensure that all sections are completed and that the gaps in the employment history are recorded and explained. If you have any enquiries when completing this application form please call 01628 290203.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1

Personal Details

Last Name: First Name:

Address:

Post code

National Insurance Number

LETTER	LETTER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	LETTER
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Contact Details

Home telephone number:
Daytime telephone number:
Mobile telephone:
Email address:



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Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No

If no, please give further details include restriction to the number of hours you are able to work. i.e. student visa, 20 hours.

Driving Licence- if relevant to the post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Are you willing to drive company vehicles in line with our insurance policy and company car procedures?

Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2

Present Employment

If you are currently unemployed please confirm your current situation i.e register with JobCentrePlus, caring for relatives, raising family

Name of employer

Address



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Postcode

Post Title

Date of appointment

(month/ year)

Department

Brief description of duties

Continue on a separate sheet if necessary

Period of notice



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End date

(month / year)

Reason for leaving

(if no longer
employed)

Section 3

Previous employment

(Most recent employer first)

Please cover the last 10 years and state the nature of business. Please ensure any gaps in the employment history are explained. i.e unfit to work, unemployment, caring for relatives. When completing dates, include the month as well as the year.

Name of employer

Address

Postcode

Start Date:

End Date:

Position Held

Summary of duties

Reason for leaving



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Name of employer

Address

Postcode	
Start Date:	End Date:

Position Held

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Summary of duties

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Reason for leaving

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Name of employer

Address

Postcode	
Start Date:	End Date:

Position Held

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Summary of duties

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Reason for leaving

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Continue on a separate sheet if necessary



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Section 4

Education

Qualifications obtained from schools, colleges and Universities. Please list highest qualifications first.

College or University	Dates attended from and to	Course	Qualifications and grade obtained
School	Dates attended from and to	Subjects	Qualifications and grade obtained

Continue on a separate sheet if necessary

Professional, Registered or Management Qualifications

e.g GNVQ, NVQ, GCSE, DIP

Please give details- continue on a separate sheet if necessary

Professional/ Registered/ Management Qualifications	Course Details



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Section 5

Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of training programme or course	Duration of Course and date completed

Continue on a separate sheet if necessary



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Section 6

Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the job specification. If you are or have been involved in voluntary/ unpaid activities, include this information also. Attach and label any additional sheets used.

Continue on a separate sheet if necessary



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Section 7

Rehabilitation of Offenders Act (1974)

This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (BDS) check. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

If you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 19975 (as amended in 2013), please give details below;

Section 8

Protection Vulnerable Adults

Enhanced Checks

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Section 9

Interview arrangements

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details



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Section 10

References

Please give the names and addresses of the two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are;

1. Name

Position (job title)

Organisation

Address

Work relationship

Address

Telephone number

Are you willing for this referee to be approached prior to the interview? Yes No

2. Name

Position (job title)

Organisation

Address

Work relationship

Address

Telephone number



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Are you willing for this referee to be approached prior to the interview? Yes No

Section 11

Declaration

Precious Care Services Limited is committed to an anti-fraud culture and participates in stator anti-fraud initiatives. Complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I acknowledge that Precious Care Services has a duty to protect the service users it supports and to this end I agree it may use information provided on this from for the prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that;

- **All the information given by me on this form is correct to the best of my knowledge**
- **All question relating to me have been accurately and fully answered**
- **I possess all the qualifications which I claim to hold**
- **I have read and, is appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.**

Signed:

Date:

If you are returning this form by email, you will be asked ti sign your application at the interview.

By Hand or post Precious Care Services Ltd 11a Station Road Cippenham SL1 6JJ	By Email support@preciouscareservices.com	Enquires 01628 290203
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Section 12

Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained for monitoring purposes.

Application for the post of

To help us ensure that our equal Opportunities Policy is fairly implemented, please complete the following;

Ethnicity Group- tick the appropriate box to indicate your cultural background

<p>A. White White UK Irish White non-UK Any other White background (please give details)</p>	<p>D. Black or Black British Black Caribbean Black African Any other Black background (please give details)</p>
<p>B. Mixed White and Black Caribbean White and Black African Any other Mixed background (please give details)</p>	<p>E. Chinese or other ethnic group Chines Vietnamese Any other ethnic background (please give details)</p>
<p>C. Asian or Asian British Indian Bangladeshi Pakistani Any other Asian background (please give details)</p>	<p>F. I do not wish to provide this information</p>

Gender

Male

Female



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Disability

Disability is defined as a 'physical' or 'mental' impairment, which has a substantial and long term adverse effect on a person's ability to carry out day to day task. Do you consider yourself disabled?

Yes

No

If yes, give details

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Age Group

16-17	18-25	26-35	36-45	46-55	56-65	over 65
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Media

Please state where you saw this post advertised.

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Office use only

Interview Date:

Start Date:

July 2014