A close up of a sign

Description automatically generatedAPPLICATION FORM

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| **Position Applied For: ………………………………………………………………………………….**    Please complete using black ink or type.  This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.  Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence. |
| **PERSONAL DETAILS** |
| **Name:** …………………………………………………………. **Previous Surname(s):** ………………………………………………………………..  **Address:** …………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………  **Postcode:** …………………………………………………………………  **Telephone:** ……………………………………………………………**Mobile:** ……………………………………………………………………  **Email address:** …………………………………………………….. **National Insurance Number:** …………………………………  **Date of Birth:** …………………………………………. Are you over age 22. Y /. N |
| **ANNUAL LEAVE DATES PRE- BOOKED:**  (ANY HOLIDAY YOU CURRENLY HAVE BOOKED) |

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| **DRIVING RECORD** |
| Do you hold a current clean ‘FULL’ driving license? **Y/N**  Details of any endorsements (including penalty points): ………………………………………….  Have you ever been disqualified from driving or had insurance refused? **Y/N**  If Yes, please provide details: ……………………………………………………………………………………  Do you currently own a car and would you be prepared to use it for work if necessary? **Y/N** |

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| **Education and Training** |
| Education/Training  University, College, etc  Name of Institution(s): …………………………………………………………………………………………………………………………………………..  Dates From: ………………………………………………To: ……………………………………………..  Degree / Diploma / Title Subjects with pass grade:   |  | | --- | |  |   **Secondary Education**  **Name of School:** ……………………………………………………………………………………………………………………………………..  **Qualifications gained:**   |  | | --- | |  |   **In-Service Training and Development**  Please give details of relevant courses and training undertaken - Dates and duration Title of Course / Training incl. Name of Provider e.g. Qualification:   |  | | --- | |  | |

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| **Employment History** |
| Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. **Please explain any gaps.**  When giving details of school employment please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation.  (Continue on a separate sheet if necessary giving page number and title heading)  **CURRENT Employer name:** …………………………………………………………………………….  **ADDRESS:** ……………………………………………………………………………………………………….  **JOB TITLE:** ………………………………………………………………… **Dates:** ………………………………………………………………  **Full or Part Time:** ……………………………………..**Salary upon leaving:** ………………………………………………………  **Reason for leaving:** ……………………………………………………………………………………….  PREVIOUS EMPLOYMENT  Employer name: ………………………………………………………………………………………  ADDRESS: ……………………………………………………………………………………………………….  JOB TITLE: ………………………………………………………Dates: ……………………………………………………………………  Full or Part Time: …………………………………………………… Salary upon leaving: ………………………………………………………  Reason for leaving: ………………………………………………………………………………………………………………………………………………..  **Employer name**: …………………………………………………………………………………………..  **ADDRESS:** ……………………………………………………………………………………………………….  **JOB TITLE:** ……………………………………………………………………………**Dates:** ……………………………………………………………………..  **Full or Part Time:** ……………………………………………**Salary upon leaving:** …………………………………………………………………….  **Reason for leaving:** ……………………………………………………………………………………….  **Employer name:** …………………………………………………………………………………………..  **ADDRESS:** ……………………………………………………………………………………………………….  **JOB TITLE:** …………………………………………………………………………**Dates:** …………………………………………………………………………  **Full or Part Time:** ……………………………………………………..**Salary upon leaving:** …………………………………………………………..  **Reason for leaving:** ……………………………………………………………………………………….  **Employer name:** …………………………………………………………………………………………..  **ADDRESS:** ……………………………………………………………………………………………………….  **JOB TITLE:** …………………………………………………………………………**Dates:** …………………………………………………………………………  **Full or Part Time:** ……………………………………………………..**Salary upon leaving:** …………………………………………………………..  **Reason for leaving:** ………………………………………………………………………………………. |

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| **Applicant Statement** |
| In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities.  ***(Continue on a separate sheet if necessary giving page number and title heading)*** |
| **Other Skills and Interests** |
| Please include languages (spoken / written), computers, etc. Please provide details of any community or voluntary work experience. |

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| **REFERENCES** |
| Our company policy is to obtain references covering a 5 **year employment history** prior to your appointment. Please provide details of all employers to cover this time period below, **explaining any gaps where necessary**:  **Name:** ……………………………………………………………………………………………….  **Place of work:** ……………………………………………………………….**Occupation:**……………………………………………………………………  **Address:** …………………………………………………………………………………………………………………………………………………………………    ……………………………………………………………………………………………………………………………………………………………………………….  **Postcode:** …………………………………….**Telephone:** ………………………………………………………………………………………    **Email address:** ………………………………………………………………………………………………………………………………………..  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name:** ……………………………………………………………………………………………….  **Place of work:** …………………………………………………………**Occupation:**………………………………………………………………………….  **Address:** …………………………………………………………………………………………………………………………………………………………………    ……………………………………………………………………………………………………………………………………………………………………………….  **Postcode:** …………………………………….**Telephone:** ………………………………………………………………………………………    **Email address:** …………………………………………………………………………………………………………………………………………  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name:** ……………………………………………………………………………………………….  **Place of work:** ………………………………………………………..…**Occupation:**………………………………………………………………………..  **Address:** ………………………………………………………………………………………………………………………………………………………………..    ……………………………………………………………………………………………………………………………………………………………………………….  **Postcode:** …………………………………….**Telephone:** ………………………………………………………………………………………    **Email address:** ………………………………………………………………………………………………………………………………………..  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name:** ……………………………………………………………………………………………….  **Place of work:** …………………………………………………………**Occupation:**………………………………………………………………………….  **Address:** ………………………………………………………………………………………………………………………………………………………………..    ……………………………………………………………………………………………………………………………………………………………………………….  **Postcode:** …………………………………….**Telephone:** ………………………………………………………………………………………    **Email address:** …………………………………………………………………………………………………………………………………………  **Name:** ……………………………………………………………………………………………….  **Place of work:** …………………………………………………………**Occupation:**………………………………………………………………………….  **Address:** ………………………………………………………………………………………………………………………………………………………………..    ……………………………………………………………………………………………………………………………………………………………………………….  **Postcode:** …………………………………….**Telephone:** ………………………………………………………………………………………    **Email address:** ………………………………………………………………………………………………………………………………………… |
| **Protection of children** |
| Disclosure of criminal background is required of those with substantial access to children.  You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced DBS check.  Have you ever been convicted or cautioned of a criminal offence? **Yes/No**  (If YES, please provide details of the Offence, the Sentence and the Date)  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **DECLARATION** |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  **Yes/No**  (If YES, please provide details) …………………………………………………………………………………………………………….  If you are successful in your application, would you require a work permit prior to taking up employment? **Yes/No**  **Data Protection Statement**  I hereby give my consent for Jess Care to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.  **Declaration**  I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.  Signature: ………………………………………………………………………………..Date: ………………………………………………………………….. |
| **Interview Requirements** |
| Do you wish us to try to arrange for any of the following to be available, if you are called for interview? *(Please delete as appropriate)*  Induction loop or other hearing enhancement: **Yes/No**  Sign language interpreter (please state type): **Yes/No**  Keyboard for written tests: **Yes/No**  Someone with you at the interview (e.g. advocate or facilitator): **Yes/No**  Assistance in and out of vehicle: **Yes/No**  Accessible car parking: **Yes/No**  Wheelchair access: **Yes/No**  Accessible toilet: **Yes/No**  Other assistance (please specify): …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities for your interview. Thank you for providing this information.  We reserve the right to verify the information supplied on this form. |