

# Application for Employment

Please ensure you complete all sections of this application form so not to delay the application process, CVs on their own are will not be accepted.

*Post applied for: Support Worker*

**Contract Required:** *Full Time*

*Part Time*

*Bank* (Please Highlight)

## Personal Details

**Title:**

**Forenames:**

**Surname:**

**Preferred Name:**

**Date of Birth:**

**Address:**

**Post Code:**

**Home Telephone Number:**

**Work Telephone Number:**

**Mobile Telephone Number:**

**Email Address:**

**National Insurance Number:**

**May we call you at work?** Yes No (Please Highlight)

**Current Notice Period:**

## Education & Qualifications

Please complete in date order. It is not necessary to list every qualification that you have gained, e.g., 6 GCSE's is sufficient. If appointed, you will be required to produce evidence of your relevant qualifications.

Name of School / College / University	Date from DD/MM/YY	Date to DD/MM/YY	Qualifications and Grades Obtained

### Other Training Undertaken

Please list any other relevant training courses undertaken, including employment-based training

[illegible]

## **Present or Most Recent Employment**

**Name of employer:**

**Workplace Address:**

**Job title:**

**Hours worked per week:**

**Dates employed from:**                      **to**

**Reason for leaving:**

**Summary of main duties and responsibilities with current employer:**

**Summary of main duties and responsibilities with previous Health & Social Care employer, if this is not you're most recent employer:**

**Have you ever been subject to any disciplinary proceedings or sanctions?    Yes    No (Please Highlight)**  
**If Yes, please explain:**

**Previous Employment** (including any voluntary work)

Please complete in full (using a separate sheet if necessary) starting with your most recent employment. Please note that it is a regulatory requirement that you provide a full employment history together with a satisfactory written explanation for any gaps in employment.

Employer (Contact name and phone no.)	Date from DD/MM/YY	Date to DD/MM/YY	Job Title	Reason for Leaving

## **Experience, Skills, and Abilities - Supporting Statement**

When completing this section, it will be helpful if you quote examples of work and experiences that relate to the job description. Explain why you believe you are a good applicant for the post.

Remember to include skills, experiences, and interests outside of paid work such as voluntary / community work, things you enjoy doing and previous life experiences that you feel may be relevant.

The supporting statement is a very important part of the application. Please write your statement below:

## References

Employment is subject to two written employment or educational references, plus one personal character reference. Please provide the names and addresses of two people that can act as referees for previous employment or education. Please then also provide details of an individual to act as a personal referee.

### **Present or most recent employer:**

Title:

Name:

Company:

Position held:

Address:

Post code:

Phone number:

Email address:

### **If applicable last employer within Health and Social Care if this is not the most recent employer:**

Title:

Name:

Company:

Position held:

Address:

Post code:

Phone number:

Email address:

### **Personal Referees details:**

*Title:*

*Name:*

*Address:*

*Post code:*

*Phone number:*

*Email address:*

**In certain circumstances referees may be sought from previous employers not listed above**

## Right to Work

Are you entitled to work in the United Kingdom?    Yes                      No **(Please Highlight)**

Are you able to produce evidence that shows your right to work in the United Kingdom?    Yes                      No **(Please Highlight)**

Do you have any restrictions on the number of hours you can work per week?    Yes                      No **(Please Highlight)**

If Yes, how many hours are you able to work?

**Please note that in accordance with the Immigration and Asylum Act we will require all new employees to produce documented evidence of their right to work in the United Kingdom.**

## Additional Information

Are you a relative, partner, friend, or business partner of one of our employees?    Yes                      No **(Please Highlight)**  
If yes, please provide his/her name and the relationship.

Do you have a current / valid UK drivers licence held for more than two years?    Yes                      No **(Please Highlight)**

Do you have any disqualifications from driving?    Yes                      No **(Please Highlight)**

If yes, please provide details.: -

We are committed to making appointments on merit and will focus on a person's abilities, skills, experience, and qualifications. When considering an applicant with a criminal record, we will consider the relevance of the conviction or convictions to the job for which the person is applying. A criminal record will not necessarily be a bar to obtaining employment.

Due to the nature of our work, this post is exempt from the Rehabilitation of Offenders Act. You are therefore required to give details of all convictions and cautions, including 'spent' convictions. Any information that you may give will be strictly confidential.

Do you have any convictions, including 'spent convictions'?    Yes                      No **(Please Highlight)**

If yes, please give details and dates:

Do you have any cautions?    Yes                      No **(Please Highlight)**

If yes, please give details and dates:

## Disability

We are committed as an employer towards the recruitment and employment of applicants with a disability. If you require any assistance at interview, please don't hesitate to make this known to us so we can ensure we are able to fully meet your needs throughout the interview process.

Please specify any needs you may have, (if you wish):

## Additional Employment

Do you intend to undertake other work in addition to this post?      Yes      No (Please Highlight)

If yes, please provide full details:

## Declaration

I declare that the particulars I have given are true, complete, and correct. I accept that any false statement or material omissions may affect my application and/or employment including summary/contractual dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Data Protection Act 1998

I consent to you holding and processing my personal data during the application process, I understand that if I am unsuccessful in the application process my data will be destroyed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_