



# EMPLOYEE APPLICATION FORM

All information will be treated in the strictest confidence - please write clearly in BLOCK CAPITALS

<b>Position Applied For</b>	
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## Personal Information

Surname		Title Mr/Mrs,etc	
Forenames		Next of Kin	
Maiden Name		Emergency Tel.	
Address			
			Post Code
Home Telephone Number		Mobile Tel. No.	
		Email Address	
Current Nationality		Nationality at Birth	
P.I.N. No./Work Permit No.		National Ins. No.	
Do you hold a current full UK driving licence	YES / NO		

## Education

SECONDARY SCHOOLS ATTENDED	EXAMS TAKEN	GRADES	DATES

COLLEGE/UNIVERSITY ATTENDED	EXAMS TAKEN	GRADES	DATES

Do you have any friends or relatives currently employed with the company or who are Residents within the Home	YES / NO
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## Current or Most Recent Employment

Are you currently employed?	YES / NO
Name and Address of your most recent employer.	
Position held and main responsibilities	
How long have/did you work for this employer?	
Reason for leaving your last position or wanting	
Date available to start/notice required?	

**Details of Previous Employment**

Name & Address	Dates From-To	Position Held & Main Responsibilities	Reason for leaving

If appointed, would you be willing and able to vary your shifts or days off duty as the needs of the Care Home may require through illness or absence of other members of staff? YES/NO

Please provide details of any holiday commitments you have in the next twelve months -

Where did you hear about this vacancy -

**REHABILITATION OF OFFENDERS ACT (EXEMPTIONS) ORDER 1974**

This post is exempt from the provision of the Rehabilitation of Offenders Act (Exemptions) Order 1974. In order to protect the public, the post for which you are applying is exempt Section 4(2) of the Rehabilitation of Offenders (exemptions) Order 1975. It is not therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent" in relation to your suitability for employment. Any information will be kept in the strictest confidence and only used in the consideration of the suitability of you for the position where such exemption is appropriate.

*I specify below details of all charges pending and / or convictions. (Please specify "None" if appropriate and sign below.*

*I confirm the information given above is true and accurate.*

**Signature**

**Date**

**Leisure Interests & Hobbies**

*Please provide details of all your leisure interests and hobbies you have.*

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**Supporting Statement.**

*In your own words please state why you consider yourself to be suitable for the position you have applied for. ( Consider your experience, personality and characteristics.)*

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Please Enclose at Least Three of The Following Documents and 2 Passport Photographs To Enable PVG to be Applied For.			
Driving Licence		Gas/Electricity Bill	
Passport		Telephone Bill	
Birth Certificate		National Insurance No.	
Bank Statement		2 Passport Photographs	

**References**

Please provide two business references one of which must be your current or most recent employer.

Name		Name	
Address		Address	
Post Code		Post Code	
Tel. No.		Tel. No.	

I can confirm the information I have provided on this form is true and accurate.

Name		Signature	
	Date		