

Application for employment

Post Applied for:

Location:

SECTION A - Your Personal Details

Title (Mr, Mrs, Ms, etc):

Full name:

All previous names:

Your Current Address:

Date of Birth:

Home Tel No:

Mobile No:

Business Tel No:

National Insurance No:

Your Professional Body
Registration number
(if applicable)

Type of Registration:

Name of Organisation
you are registered with:

Expiry Date of your
Registration:

SECTION B - Your current or most recent Employment

Name of employer:

Employer Address:

The date you started:

Phone Number:

Period of notice required:

Your job title:

Please give a brief description of your main duties and responsibilities:

The job title and name of the person to whom you report:

Please state the reason you wish to leave or the reason you left:

Section C - Your Previous Employment

Name and address of employer	Dates	Job Title	Reason for leaving

Section D - Your Education and Training (You may be required to show your certificates)

Schools, Colleges, Universities attended	Dates	Examinations taken & grades achieved

Any other training - state training body / course provider	Dates	Qualifications gained

Type of NVQ Qualification	Dates	Level obtained

Member of professional, craft or similar bodies including Nursing qualification	Registration number and date of admission:

Section E - Details in support of your application

Use this section to show how your experience and achievements meet the requirements of the job set out in the Job Description & Person Specification. Include relevant skills & experience gained in previous employment, work placements, school and further education and from voluntary and community work or hobbies. If you are submitting a CV with this application, you must still complete this section.

Section F - General Information

Do you require UK VISA and Immigration Permission to work in the UK?

Yes / No (delete as appropriate)

Please note if you have answered YES to this question and you are offered employment with My Care My Home you will be required to show your proof of ability to work in the UK to a Manager within the organisation, and prior to your commencement. Your evidence on right to work in the UK will be photocopied and retained on your employment records and it will also be subject to an annual check.

Are you related to an employee of My Care My Home

Yes / No (delete as appropriate)

If YES, please state the person's name, their place of work and their relationship to you

Have you ever previously worked for My Care My Home

Yes / No (delete as appropriate)

If YES, when and where

Do you possess a current driving licence?

Full / Provisional / No License

Please give details of any driving convictions you have had in the last 10 years:

How many days have you been absent from work in the last three years?
What was the reason for these absences?

Section G - Your References (Business and Professional referees should not be family members)

Regulations require that we receive no less than two written references. If you have worked in the care of vulnerable adults or children before then we must have a reference from that current or last employer. You must supply names and addresses of people who have consented to provide a reference on your behalf and these should correspond with your work history which you have declared on this application form.

Business Referees:

1 Name
Address (& post code)
Tel No
Email
Present OR past Employer?

2 Name
Address (& post code)
Tel No
Email
Present OR past Employer?

3 Name
Address (& post code)
Tel No
Email
Present OR past Employer?

Personal Referees:

1 Name
Address (& post code)
Tel No
Email
Present OR past Employer?

2 Name
Address (& post code)
Tel No
Email
Present OR past Employer?

Section H - Your Declaration

I can confirm that the information I have given on this form is correct and complete. I understand that false or misleading statements may nullify any offer of employment, or if appointed, may result in disciplinary action or dismissal.

I give my consent to the information contained in the application form and supporting information being retained and processed in accordance with the requirements of Data Protection legislation and Codes of Practice and that this information may also be used from time to time to supply information to relevant bodies such as Disclosure and Barring Service and UK Visa and Immigration.

I give my permission for My Care My Home to contact the United Kingdom Border Agency to verify my immigration status and eligibility to work in the United Kingdom and also for them to check my ISA registration status with the ISA.

I understand that should I be asked to attend interviews, I will be required to complete a confidential and complete declaration of any criminal convictions, bind covers, cautions, reprimands and final warnings and of any action pending against me.

I understand that in the event of being offered an appointment, a Disclosure will be sought from the Disclosure and Barring Service.

Your Signature:

Date:



DECLARATION - CRIMINAL RECORDS

Due to the nature of the service provided by My Care My Home, the post for which you are applying is exempt from the provisions of Section (42) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975.

In addition, all new recruits to My Care My Home are subject to Disclosure of Criminal Records in accordance with the Police Act 1997. Successful candidates are required to complete a Disclosure Application Form which will be referred to the Disclosure and Barring Services for a report on any convictions you have ever had. All appointments to My Care My Home are made subject to the receipt of a satisfactory report. Applicants holding a criminal record are not automatically disbarred from employment, each case is assessed individually.

Due to the time normally taken by the Disclosure and Barring Services to complete checks on your identity and any criminal record, it may be necessary for successful candidates to commence employment under strict terms of supervision until the report is received. In the interim, you are required to complete and sign the following Declaration. Any false or misleading information supplied by applicants may lead to the withdrawal of any offer of employment or dismissal.

- Have you ever been convicted of any criminal offence?**
Please note this must include convictions otherwise regarded as spent in accordance with the Rehabilitation of Offenders Act 1974 * YES NO
- Have you received or are you due to receive any Cautions or Warnings from the Police or received a conditional discharge?** * YES NO
- Are you currently awaiting attendance at any Court or have you been charged with any offence for which attendance at Court may be required** * YES NO

* If you have answered YES to any of the questions above please give full details here. If you need further space for any additional information please use the reverse of this sheet.

I certify that the information I have supplied in this declaration is complete and true.

Print Name:	<input type="text"/>	Signature:	<input type="text"/>
Home Name:	<input type="text"/>	Date:	<input type="text"/>

