

## APPLICATION FORM

The recruitment process within this organisation has a minimum of two stages. The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, based on this information.

**Please return the completed application form to:** Recruitment Coordinator  
Care Opportunities  
Rosemount House  
2-4 Chequers Road  
Basingstoke  
Hampshire RG21 7PU

**PLEASE COMPLETE THE APPLICATION FORM FULLY AND IN CAPITALS.**

**Position applied for:** \_\_\_\_\_

**Home/Area desired to work in:** \_\_\_\_\_

**I would like to work:**

Full-time / part-time / casual work  
*(please circle which you want to work)*

**I am able to work:**

Days / Nights / Mornings / Afternoons / Evenings /  
Weekends only  
*(please circle which you are able to work)*

**Title:** \_\_\_\_\_ **First name(s):** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Previous surname(s):** \_\_\_\_\_  
*(Supply documentary evidence e.g. marriage certificate, deed of name change etc.)*

**Current address:** \_\_\_\_\_  
\_\_\_\_\_ **Post code:** \_\_\_\_\_

**Moved to this address on (date):** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Telephone number(s):** **Home:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Work:** \_\_\_\_\_ *(will be used with discretion)*

**National insurance Number:** \_\_\_\_\_

**Do you have a clean current driving licence?** YES / NO *(delete as appropriate)*

**If no, please list your endorsements:** \_\_\_\_\_

**How long has your licence been held?** \_\_\_\_\_ years \_\_\_\_\_ months

**Do you have your own transport?** YES / NO *(delete as appropriate)*

**Do you know or are you related to anyone employed by this organisation?** YES / NO  
*(delete as appropriate)*

**If yes, please give details:** \_\_\_\_\_

### Availability

**Please indicate any dates you would not be available for an interview in the next 4 weeks:**

\_\_\_\_\_

**When would you be free to start if offered employment?** \_\_\_\_\_

### EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained.

Name of Schools/Colleges	Date from	Date until	Examinations Passed/Qualifications gained <i>(please supply copies of certificates)</i>

**FURTHER EDUCATION AND TRAINING / PROFESSIONAL STATUS**

Name of University, College or Organisation	Date from	Date until	Course title or subjects studied / Qualifications gained	Additional notes
			<i>(Please supply copies of certificates/membership details)</i>	

**WORK RELATED COURSES ATTENDED**

Course attended and subject	Date	Organisation

## EMPLOYMENT HISTORY

On this page please list the last three organisations that you have worked for, in date order with the most recent first. Use a separate attached sheet if necessary.

### Most recent / last employer:

<b>Name of employer:</b>	
<b>Address:</b>	<b>Employed from:</b>
	<b>Employed until:</b>
<b>Nature of business:</b>	<b>Salary/rate of pay:</b>
<b>Position/job title:</b>	<b>Reason(s) for seeking new employment/leaving:</b>

### Details of employer prior to the employer listed above:

<b>Name of employer:</b>	
<b>Address:</b>	<b>Employed from:</b>
	<b>Employed until:</b>
<b>Nature of business:</b>	<b>Salary/rate of pay:</b>
<b>Position/job title:</b>	<b>Reason(s) for seeking new employment/leaving:</b>

### Details of employer prior to the employer listed above:

<b>Name of employer:</b>	
<b>Address:</b>	<b>Employed from:</b>
	<b>Employed until:</b>
<b>Nature of business:</b>	<b>Salary/rate of pay:</b>
<b>Position/job title:</b>	<b>Reason(s) for seeking new employment/leaving:</b>

**EMPLOYMENT HISTORY CONTINUED**

Please list all other organisations you have worked for in date order, with the most recent first. Please also specify the reasons for any gaps in employment below. Use a separate attached sheet if required.

Name and address of employer	Employed from	Employed until	Position / Job title	Nature of business and brief details of post

**Use this space to explain any gaps/breaks in employment.**

Please continue on another sheet if necessary; please sign all additional sheet(s).

**RELEVANT EXPERIENCE**

Using the job description provided, please give details of all experience, achievements, education and training that you feel is relevant. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available.

**ASSISTANCE WITH INTERVIEW AND ASSESSMENT**

**Do you require us to make any special arrangements in order for you to participate in the recruitment process? For example, large print forms? Or additional time to complete forms?**

*Yes / No (delete as appropriate)*

**If yes, please give details:**

**CAPACITY TO WORK IN THE UK**

**Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?**

*Yes / No (delete as appropriate)*

**If yes, please give details:**

**If you are successful in the application, would you require a work permit prior to taking up employment?**

*Yes / No (delete as appropriate)*

**REFEREES**

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

**Current or most recent employer**

<b>Name of referee:</b>	<b>Full address:</b>
<b>Job title:</b>	
<b>Telephone Number:</b>	<b>Email address:</b>

**Previous employer to the one above**

<b>Name of referee:</b>	<b>Full address:</b>
<b>Job title:</b>	
<b>Telephone Number:</b>	<b>Email address:</b>

**Character reference**

<b>Name of referee:</b>	<b>Full address:</b>
<b>Job title / relationship:</b>	
<b>Telephone Number:</b>	<b>Email address:</b>



## CRIMINAL RECORD

The nature of the work you are applying for means that this post 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) Order 1975. The Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Applicants are required to declare all criminal convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You will not be eligible for work in a care setting if you are on the DBS barred list(s).

**In line with the DBS guidance and criteria on the filtering of certain spent convictions and cautions, please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.**

**SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING**

- I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.
- I understand that I cannot be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS. I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people.
- I understand that if I am applying for a full- or part-time role, I am required to pay the cost of an enhanced criminal records check on initial employment, the cost of which will be reimbursed following the successful completion of my probationary period.
- I understand that if I am applying for a casual work role, I am required to pay the cost of an enhanced criminal records check, the cost of which will not be reimbursed.
- By my signature, I authorise the organisation to request references from the two most recent employers and my listed character referee.
- By my signature, I authorise the organisation to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter.
- I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.

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