**Application Form Post applied for:**

Please complete in black ink or type

**Personal details – Part A**

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| **Preferred title:** **First name:**  **Surname/family name:**  **Address:**  **Post code:**  **E mail address:**  **Tel. (home):** **Tel. (work or mobile):** |

**References**

Please give name and contact details of two people who can provide references for you. They **must** be your last two employers. If you aren’t currently in employment, please see the enclosed guidelines on completing this form. The organisation reserves the right to contact other previous employers. We do not approach referees until after interview.

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| **Present or previous employer**  **Name:**  **Job title:**  **Organisation:**  **Address:**  **Telephone:**  **E mail address:**  **How is this referee known to you?**  Do you wish to be contacted before we approach this referee? Yes/No | **Name:**  **Job title:**  **Organisation:**  **Address:**  **Telephone:**  **E mail address:**  **How is this referee known to you?** |

**Right to work in the United Kingdom**

Do you have the right to work in the UK? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to comply with the Immigration, Asylum and Nationality Act 2006 we will ask you to provide documentary evidence of your right to work in the UK during the recruitment process.

###### Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of home care services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. 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 on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any 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)? Write YES or NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview. Please see guidelines on completing the application form for further details.

**Declaration**

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| I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.  **Signed:** **Date:** |

If you downloaded your application from the internet please print and sign it.

Section A will be detached from your application. All short listing will be carried out on a fair basis in accordance with equal opportunities legislation and policy

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**Education & work history – Part B**

**Part B**

**Education and qualifications**

Please tell us about the school/college/ university you attended, starting with the most recent.

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| --- | --- | --- |
| **Name of school/**  **college/university** | **Dates you started and finished** | **Qualification and grade** |
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**Voluntary work**

Please give details of any voluntary work or community activity.

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**Training**

Please tell us about training courses you have been on that are relevant to this application.

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| --- | --- | --- |
| **Course title and content** | **Organisation that ran training** | **Date training attended** |
|  |  |  |

**Present or most recent employment**

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| --- |
| **Employer’s name and address:**  **Dates of employment including month and year:**  **Post title:** **Reason for leaving:**  **Please tell us what your duties were:**  **Notice required: No of hours worked: Salary:** |

If you need more space for any of these sections please continue on a separate sheet

**Past employment**

Please give details of your entire work history and account for any gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers name and address:** | **Dates**  **from & to**  **month & year** | **Job title & brief description of duties:** | **Reason for leaving:** |
|  |  |  |  |

**Information in support of your application**

Please use this space to tell us how your skills, experience and knowledge meet the criteria in the person specification.

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