

JOB APPLICATION FORM



Please complete **all** sections of the application form in **black** ink. Only applications made on the official application form will be considered, we do not accept CVs. We advise that you read the job description and person specification thoroughly before starting the application as you will be required to make reference to it in the form.

Position Applied For (Title and Reference):	Where did you see this post advertised? (If online please specify the website)
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PERSONAL DETAILS

Title (Mrs, Mr, Ms etc):	
Surname:	
First Name(s):	
Date of Birth:	
Address:	
Postcode:	
Telephone (Daytime/Work):	
Telephone (Mobile):	
Telephone (Evening):	
Email Address:	

EMPLOYMENT HISTORY

Present/most recent employment: Please provide details of your current or most recent employment. If you are not currently in employment please account for this in the section below.

Employers name and address:	
Salary:	
Job Title:	
Main Responsibilities:	
Start Date:	End Date: (If applicable)
Reasons for Leaving: (if applicable)	

Please supply a complete history of employment (including unpaid and voluntary work) starting from most recent. Any gaps in employment must be accounted for. Please use additional sheets if necessary.

Employers Name and Address	Job Title and Main Responsibilities	From	To	Reasons for Leaving

EDUCATION AND TRAINING

Please supply a list of all education and training starting from the most recent.

Establishment/Location (School/College/University/In-house training)	From	To	Qualification/Training	Grade

SUPPORTING INFORMATION

Use this section to tell us more about your knowledge, skills and experience that you have gained from paid work, voluntary experience and /or home life that is relevant to this post. Please ensure that you give clear examples of how your skills and experience meet each criteria of the person specification. (Continue on a separate sheet if required).

RIGHT TO WORK IN THE UK

In line with the Immigration, Asylum and Nationality Act 2006, it is a criminal offence to employ an individual who does not have permission to work in the UK. Therefore, all offers of employment are made subject to the production of relevant documentary evidence.

Do you require a permit to work in the UK? Yes No

Would you be able to provide documentary evidence? Yes No

DRIVING (only applicable for positions that require you to drive as outlined in the Job Description)

Do you hold a UK driving licence? Yes No

CRIMINAL RECORD

Rehabilitation of Offenders Act 1974

This post is exempt from the above act and therefore applicants need to disclose information about any previous convictions. If your application is successful and it is subsequently found that convictions have not been disclosed, you may be liable to immediate dismissal or alternative disciplinary actions.

Do you have any criminal convictions? Yes No

If YES please supply further information on a separate sheet of paper. Information will remain confidential and will only be used in conjunction with your application.

REFERENCES

Please give the name and contact details of two referees. One should be your present/most recent employer. We will only contact referees after a job offer is made.

Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:

All information provided on this form will be kept in confidence and used for recruitment and personnel purposes only in line with data protection procedures. If your application is unsuccessful, application forms will be kept securely for a period of 12 months after which they will be destroyed.

The information given in this form is correct to the best of my knowledge. I am aware that should I be appointed any false information provided may result in my dismissal.

Signature/Name: _____ **Date:** _____

Please return completed form to: Felicity Care Unit 2, 60 Alexandra Road. Enfield. EN3 7EH. Tel: 020 8141 9145 Mob: 07961172086 / 07940959637 Email: info@felicitycare.co.uk	For office use only: Shortlist Yes/no Offer Yes/no
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