### Section 1 – Personal Details

|  |
| --- |
| Employee Name: |
| Date Of Birth: |
| Home Address: |
| Home Telephone Number: |
| Mobile Telephone Number: |
| NI Number: |
| Email: |
| Next Of Kin: |
| Home Address: |
| Mobile Number: |
| Relationship: |
| Do you hold a clean driving license? Yes / No |
| Do you have use of a car? Yes / No |

Section 2 – Practical Experience

|  |
| --- |
| Please list any specialist skills relevant to the job specification |
|  |

### Section 3 – Employment History

#### *Please list details of any relevant work experience, either paid or unpaid. Please also account for any gaps in your employment history.*

|  |  |
| --- | --- |
| Employer Name |  |
| Dates Of Employment | From: To: |
| Position |  |
| Key Duties |  |
| Reason For Leaving |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Dates Of Employment | From: To: |
| Position |  |
| Key Duties |  |
| Reason For Leaving |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Dates Of Employment | From: To: |
| Position |  |
| Key Duties |  |
| Reason For Leaving |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Dates Of Employment | From: To: |
| Position |  |
| Key Duties |  |
| Reason For Leaving |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Dates Of Employment | From: To: |
| Position |  |
| Key Duties |  |
| Reason For Leaving |  |

**Section 4 – Education and Training**

*Please list all training and education received including details of any mandatory training*

|  |  |
| --- | --- |
| School Or College Attended |  |
| Dates | From: To: |
| Achievements / Qualifications |  |

|  |  |
| --- | --- |
| School Or College Attended |  |
| Dates | From: To: |
| Achievements / Qualifications |  |

|  |  |
| --- | --- |
| School Or College Attended |  |
| Dates | From: To: |
| Achievements / Qualifications |  |

|  |  |
| --- | --- |
| School Or College Attended |  |
| Dates | From: To: |
| Achievements / Qualifications |  |

|  |
| --- |
| **Section 5 – Job Specification**  **Please indicate how you meet the required Job specification:** |

|  |
| --- |
| **Do you have any other work or commitments? Yes / No**  **Please provide details:** |
| **When would you be available to start work?** |

**Section 6 - Health Declaration**

|  |  |
| --- | --- |
| Are you registered disabled? Yes / No | Registration number: |
| If *Yes,* Please state any reasonable adjustments that would enable you to do the job role: | |
| Are there any health conditions that may affect or impact your capacity to work? Yes / No  *If Yes, Please detail* | |
| To protect your health at work, please tell a manager, in confidence, if you are pregnant or breast feeding. | |

**Section 7 – Right To Work**

|  |  |
| --- | --- |
| **Right to work in the UK** | |
| Do you need a work permit to work in the UK? Yes / No | |
| Passport nationality | Expiry date / / |
| Passport number | Place of issue |
| Date of issue |  |
| Any known restrictions? Yes / No | Expiry date / / |

**Section 8 - Confidentiality Declaration**

|  |
| --- |
| **At the commencement of employment, All staff have a personal responsibility to protect and maintain confidentiality of both service users and company information. You must not disclose any information of a confidential nature relating to the company, business or of any current or previous service users.**  ***\*The Data Protection Act 2018***  ***\*******Freedom of Information Act 2000*** |

**Section 9 - Declaration of Criminal Convictions**

|  |
| --- |
| *This post is exempt from the Rehabilitation of Offenders Act 1974.*  *You are required to declare any criminal convictions or cautions even those considered “spent”. A criminal record does not necessarily preclude anyone from employment and each case will be considered on its merits. Failure to declare convictions/cautions however will be considered gross misconduct if you are employed.*Do you have any criminal convictions/cautions:  **If Yes, please provide details below with dates:** |

**Section 10 - References**

|  |
| --- |
| Please give details of two work references, one of whom should be your current or most recent employer |
| **1st referee**  Name: Position: Relationship: |
| Address |
| Telephone |
| Email: |
| May we contact this referee prior to interview? |
| **2nd Referee**  Name : Position: Relationship: |
| Address |
| Telephone (not a mobile) |
| Email: |
| May we contact this referee prior to interview? Yes / No |

**Section 11 - Declaration***The information I have provided on this application form is true and correct to the best of my knowledge and belief. I understand that providing false or misleading information may lead to my dismissal or disciplinary action*.

Name: ………………………………………………………………………………………………………………………………………………… Signature: ……………………………………………………………………………………………………………………………………………

Date: …………………………………………………………………………………………………………………………………………………..