

APPLICATION FOR EMPLOYMENT

Please State where you would like to work: (HomeCareFinder, Amesbury Abbey, Sutton Manor, Winton House)		
Application for the Post of:	pay expected £	per
Have you worked for us previously? Yes / No if yes in what capacity?		

PERSONAL	
Title (e.g. Mr/Mrs/ Miss/):	Home Address:
Surname:	
Forename:	Telephone Number:
Do you hold a current, clean driving Licence? Yes / No	Email:

NEXT OF KIN	
Name:	Home Address:
Telephone No. (Eve):	
Telephone No. (Day):	
Can this person be contacted in an emergency (Yes / No)?	

EQUAL OPPORTUNITIES		
Please tick as appropriate.		
Female:	Male:	
To which of the following groups do you belong?		
White – UK:	Black – Caribbean:	Pakistani:
White – Irish:	Black – African:	Bangladeshi:
White – European:	Black – Other: <i>(Please Specify)</i>	Chinese:
White – Other: <i>(Please Specify)</i>	Indian:	Other: <i>(Please Specify)</i>
Please note, to enable us to comply with our obligations under the immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document/s which are required at the appropriate time.		
Do you consider yourself to be disabled? (Yes / No): if yes please give details		
How can we assist with any special needs to enable you to attend interview or carry out your duties?		
If offered this position will you continue to work in any other capacity? Yes / No (please give details)		
If yes would you work full time? Yes / No		

EDUCATION			
To	From	Name & Address of Secondary School	Courses taken, examinations passed & grades obtained

FURTHER EDUCATION (If applicable)			
To	From	College / Polytechnic / University	Courses taken, examinations passed & grades obtained

TRAINING (Please give details of any courses attended, including professional membership & qualifications)

PRESENT OR MOST RECENT EMPLOYMENT* :	
Name of Employer:	
Address:	
Present Position:	Telephone Number;
Date Appointed:	Notice Required:
Current Pay:	Reason for Leaving:
Brief description of duties & Responsibilities:	

PREVIOUS EMPLOYMENT HISTORY* Please list your employment history for the last 10 years, starting with the most recent. Please explain any gaps in time. Use a separate sheet if necessary					
Employer	From	To	Brief Summary of duties & responsibilities	Remuneration	Reason for Leaving

*NB – Redundancy or dismissal must be clearly stated

OTHER INTERESTS (You may wish to include voluntary and / or unpaid work here in addition to leisure interests)

SHIFT AVAILABILITY (Please tick)							
Session	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mornings:							
Afternoons:							
Evenings:							
Nights:							

References: (Please give names and addresses of 2 Referees, one of whom must be your present/most recent line manager (paid or voluntary) or an academic referee if you are a student. We will take up references before making an offer of employment).	
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
Occupation / Relationship:	Occupation / Relationship:
May we approach before interview? Yes / NO	May we approach before interview? Yes / NO

<p>Criminal Convictions:</p> <p>Because of the nature of the work for which you are applying, 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 (Exemptions) Order of 1975. Applicants are therefore not entitled to withhold information about convictions, which for any other purposes are 'spent' under the provisions of the Act. Failure to disclose such convictions could result in instant dismissal.</p> <p>Please give details on any criminal convictions or pending prosecutions:</p>
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<p>Criminal Records Bureau Check;</p> <p>Employment within the Amesbury Abbey Group is subject to a successful enhanced CRB check. You will be required to submit the following documents;</p> <p>1) Current driving licence, 4) Birth Certificate 2) Current passport 5) Marriage Certificate 3) Utility Bill 6) A current photograph (this can be taken by the Group if needed).</p> <p>You will be supplied with the relevant form to be completed and handed back to the Manager with the documents. Copies of all the documents will be kept on file in accordance with the current data protection legislation.</p> <p>A fee for the CRB check will be deducted from your last month's pay if you leave within one year.</p>
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<p>DECLARATION:</p> <p>I declare that the information provided in this application is to the best of my knowledge complete and correct. I understand that false information or deliberate omission of any material facts may result in refusal of employment or dismissal.</p> <p>I confirm that I give permission for the Amesbury Abbey Group to carry out a Police check on myself with the Criminal Records Bureau</p> <p>Signed: _____ Date: _____</p>
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OFFICE USE ONLY		
Date application returned:	Date interviewed:	Outcome:
Date of Induction:	Personal Care Training Required (Yes / No):	Date of Personal Training:
Handling Training Required (Y/N):		Date of Handling Training: