**Application form for Employment**

|  |  |
| --- | --- |
| Post Applied for: |  |
| Reference number: |  |

|  |  |
| --- | --- |
| Personal details | |
| Surname: |  |
| First name: |  |
| Any former surnames: |  |
|  |  |
| Date of birth: |  |
|  |  |
| Contact Details | |
| Telephone (home) |  |
| Telephone (mobile) |  |
|  |  |
| Driving details | |
| Do you hold a current driving licence? | Yes/No |
| Do you own a car? | Yes/No |
|  |  |
| Address | |
| House number/ Flat number: |  |
| Street: |  |
| Town: |  |
| County: |  |
| Country: |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Do you have the right to work and live in the UK? | Yes/No |
| The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview. | |

|  |  |
| --- | --- |
| Previous Employment | |
| Name of most recent employer |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
|  |  |
| Telephone Number |  |
| Email address |  |

|  |  |
| --- | --- |
| Position held: |  |
| Start and end date (if applicable): |  |
| Salary: |  |
| Notice period: |  |
| Reason for leaving: |  |

|  |
| --- |
| Summary of main duties and responsibilities: |
|  |

|  |  |  |
| --- | --- | --- |
| Employment History | | |
| Previous Employment | Job Title  (incl start and end dates) | Main Duties and Responsibilities  (incl final salary and reason for leaving) |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Training | | | |
| Secondary, further and higher education | | | |
| Subject | School/College/University | Level and Grade | Date |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other relevant training | | | | |
| Course | Training provider | Certificate/level  (if applicable) | Duration | Date |
|  |  |  |  |  |

|  |
| --- |
| Additional information |
| Please use this space to provide further information on your skills, experience, achievements and any responsibilities you held. |
|  |
| About you |
| In a few short sentences, please tell us why you feel you are suited to the role, what you can bring to the role and in your opinion what are the most important aspects of a care service.  *(There is no right or wrong answer, we just want to know a bit about you, your personality and what makes you tick!)* |
|  |

|  |  |
| --- | --- |
| References | |
| *Please give names, addresses and official positions of two referees with direct knowledge of your professional ability. One referee should be your current or most recent employer.*  *References will only be taken up if you are actively considered for the post, after shortlisting. Please confirm with your referee that they are willing to undertake this role.* | |
| Reference 1: |  |
| Name |  |
| Employers Name |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| Relationship to applicant |  |
|  |  |
| Reference 2: |  |
| Name |  |
| Employers Name |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| Relationship to applicant |  |

|  |  |
| --- | --- |
| Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) | |
| Because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 and all convictions, both spent and unspent, must be disclosed. **Non disclosure is likely to have an impact on selection.** | |
| Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police? |  |
| Do you have any court cases pending? |  |

|  |  |  |
| --- | --- | --- |
| If yes, please give details, with dates, of offences, sentences, cautions, reprimands, final warnings and court cases pending. | | |
| Date of offence | Nature of offence | Sentence or nature of police court sanction |
|  |  |  |
|  |  |  |
| If yes, please give details, with dates, of offences, sentences, cautions, reprimands, final warnings and court cases pending. |  |  |

If successful, you will be required to undertake a Disclosure Scotland check, the level of check will be determined by the duties of the post. If you would like further information in relation to the Disclosure Scotland checks, please visit [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

*The information contained in this application form will only be seen by staff involved in the recruitment process.*

**Poppy Homecare Equal Opportunities Monitoring Form**

Poppy Homecare is an equal opportunities employer. In order to monitor the effectiveness of this policy, you are asked to complete the following questions.

The information given will be used to monitor recruitment and selection procedures.

**Please tick as appropriate**

|  |  |
| --- | --- |
| Post applied for |  |
|  | |
| Date of application |  |

**Section 1 – Sex**

|  |  |
| --- | --- |
| Male/Female |  |

**Section 2 – Age**

|  |  |
| --- | --- |
| Years |  |
| Months |  |

**Section 3 - Marital Status**

|  |  |
| --- | --- |
| **Married** |  |
| **Single** |  |
| **\*Other** |  |

\*e.g. (widowed but not remarried; separated; living with a partner; etc.)

**Section 4 - Disability**

The Disability Discrimination Act 1995 makes employers, companies and service providers legally liable for discrimination against disabled people. Under this Act you are regarded as having a disability if you have a long-term physical or mental impairment which affects your ability to carry out normal day to day activities.

Long-term is defined as lasting 12 months or more.

|  |  |
| --- | --- |
| Do you consider yourself disabled |  |
| If yes, please specify |  |

**Section 5 - Ethnic Origin**

Please state with which of the following categories you most closely associate yourself having regard to your ethnic or cultural background. The categories are recommended by the Commission for Racial Equality.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White |  | Pakistani |  | Chinese |  |
| Irish |  | Indian |  | Bangldeshi |  |
| Black-African |  | Black-Caribbean |  | Chinese |  |
| \*Other |  | \*Please specify |  |  |  |

***Thank you for your interest in Poppy Homecare and for taking the time to apply for the post.***