

Application for Employment Form

Please complete this form in full supplemented by additional sheets necessary.

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

Position applied for:		Job Reference No:	Location:
Where did you see this job advertised?	<input type="checkbox"/> Google	<input type="checkbox"/> Job Centre	<input type="checkbox"/> REED.co.uk
	<input type="checkbox"/> Banners	<input type="checkbox"/> Friend	<input type="checkbox"/> Other

Personal details

Full Name:		Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First names: (for official purposes)	
Current Address:			Previous Surname:	
			Preferred Name: (name you wish to be known as)	
County	Post Code:			
Date moved into this address: DD MM YYYY			Home telephone number:	
E-mail address:			Mobile telephone number:	
Due to certain legal requirements some of our roles have a minimum age restriction Are you under 18 years of age? YES NO Are you between 18 and 21 years of age? YES NO Are you over 21 years of age? YES NO			Please attach 3 forms of ID for DBS and £30.00 Deposit 1. Valid Passport 2. Driving Licence 3. Proof of Address	
Do you hold a current valid driving licence?	YES	NO	Passport No:	
Do you require permission to work in the UK?	YES	NO	National Insurance No:	

Employment (if applicable)

Name of current/last employer:
Start Date: End Date:
Title/description of your current job and key responsibilities:
Current /Final Salary:
What period of notice are you required to give to your present employer?
Reason for wishing to leave:

Application for Employment Form

Education and Qualifications

Date Gained	Subject	Qualification and Grade	Awarding Institution

Training

Date	Topic Covered	Training Provider

Professional Membership/Registration

Issuing Body	Registration Number	Date Gained	Expiry Date

Application for Employment Form

Information for DBS Application

Have you been known as any other names?

If yes please give details below:

Surname:

Forename:

Dates from: Date to:

Place of Birth:

Town		Country		Nationality	
------	--	---------	--	-------------	--

Please provide 5 years address history:

1	
2	
3	
4	
5	

Application for Employment Form

Additional Information

Please give below any further information that is relevant to your application, eg: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

DECLARATIONS

Rehabilitation of Offenders Act 1974

The nature of the work for which you are applying involves working with vulnerable adults. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.

Have you at any time been convicted of an offence, spent or unspent? *YES / NO *Delete as appropriate
 Have you ever received any cautions, reprimands, final warnings or convictions? *YES / NO *Delete as appropriate

Independent Safeguarding Authority

You are also required to declare if your name is included on the register maintained by the Independent Safeguarding Authority (previously, The Protection of Children Act List, The DfES List 99 and the Protection of Vulnerable Adults List).

Has your name been added to the Independent Safeguarding Authority Register? *YES / NO *Delete as appropriate
 Have you ever been dismissed from a previous employer? *YES / NO *Delete as appropriate

Professional Conduct

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? *YES / NO *Delete as appropriate

Have you been removed, contingently removed or suspended from, refused admission to, or conditionally included in any list or equivalent list kept by a PCT, NHS Trust or equivalent professional or regulatory body, or are you currently suspended from such a list in the UK or any other country? *YES / NO *Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists? *YES / NO *Delete as appropriate

At the same time I agree to inform Aims Care Limited immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post.

*If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

Please read and sign:

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that Care UK is not legally allowed to employ persons who are deemed "not fit" to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, Care UK can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed..... Date