

Spring Cottages Care Centre

Application for Employment Form

Job applied for: Job ref:

Closing date:

Please return form to: *Manager, Spring Cottage Care Centre, Stonemoor Bottom, St. John's Road, Padiham, Lancashire BB12 7BS*

We are committed to promoting the equality of opportunity and welcome applications from anyone who feels that they are able to carry out the duties, regardless of any previous experience.

Please tell us about yourself

Surname: Title:.....

First name: N.I. No.....

Other names: Date of birth:

Home address:

.....

..... Postcode:

Home tel. no: Mobile tel. no:

Email:..... Are you related to any present or former employees? YES / NO

How did you find out about this vacancy?

Please give us the details of two people who will provide us with a reference. One should normally be your current employer. If this is not the case, please tell us why not. We will not contact your employer before an interview, but we will contact them before appointment.

Name: Position: Organisation: Address: Postcode: Tel. no. work: Tel. no. other: Is this your current employer? YES / NO What is their relationship to you?	Name: Position: Organisation: Address: Postcode: Tel. no. work: Tel. no. other: Is this your current employer? YES / NO What is their relationship to you?
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Please tell us about your education and training

Please tell us about your education. List any qualifications gained.

School / College	From	To	Qualifications – include dates and grades

If you have undertaken any training or voluntary work to improve your employment prospects, please give details below:

Please tell us about jobs you have had

Please tell us about the jobs you have had in the past five years starting with your present, or most recent, job first. If there are gaps in employment please tell us why e.g. unemployment, bringing up family etc.

Employer	Job title and description of duties	Salary / wages	From	To
1.....
.....
.....
2/.....
.....
.....
3/.....
.....
.....
.....

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Further information

Please use this space to tell us about any other information that you feel will help your application, including any other skills you may have. Please feel free to continue on a separate sheet of paper if required.

Do you hold a current, clean driving licence:	YES / NO
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Are you involved in any activity, which might limit your availability to work or your working hours e.g. local government?	Yes/No
If YES, please give full details.	
Are you willing to work overtime if required?	Yes/No
Please give details of any hours which you would not wish to work:	
Have you ever worked for this business before?	Yes/No
If YES, please give full details	
Have you applied for employment with this business before?	Yes/No
Do you need a work permit to take up employment in the U.K.?	Yes/No
How much notice are you required to give to your current employer?	
Please list languages spoken and the level of competence:	
Please give details of membership of any technical or professional associations:	
Do you have any annual leave booked	Yes/No
If YES, please give full details	
Have you ever been dismissed from a job?	Yes/No

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Please tell us about your fitness

1) Do you suffer from any permanent disability or medical condition? YES/NO (if YES give details) _____

2) Do you or have you ever suffered from:-

	YES	NO	Please give full details
Back or neck pain?			
Rheumatic or arthritic conditions			
Hernia			
Upper limb disorder such as tenosynovitis, tendonitis or carpal tunnel syndrome?			
Fits, fainting attacks or epilepsy?			
Depression, anxiety or nervous illness or have you been referred for psychiatric assessment?			
Typhoid, paratyphoid or food poisoning			
Tuberculosis or hepatitis?			
Any illness/medical condition not specified above?			
Are you currently on any medication, or undergoing any treatment?			
Have you ever taken time off work due to an accident at work?			
Have you ever been in receipt of state benefit as a consequence of an illness/injury arising from your work?			
Have you ever been awarded compensation for an injury or illness arising from your work?			
Have you been vaccinated against T.B.?			
Have you ever had T.B. or symptoms suggestive of T.B. or any recent contact with a case of T B ?			

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Declaration of Convictions / Disclosure of Information

In order to protect the public, the post applied for is exempt from Section 42 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore NOT entitled to withhold information about convictions which for any other purpose are 'spent' under the provision of the Act and ALL convictions and police cautions MUST BE DECLARED no matter how long ago or what the penalty was. FAILURE TO DO SO WILL BE REPORTED TO THE POLICE (the offence would be obtaining pecuniary advantage by deception contrary to the theft act) AND MAY RESULT IN DISMISSAL AND ARREST.

You MUST give details of any Criminal Convictions, Prosecutions Pending or Police Cautions. Disclosure from the Criminal Records Bureau (CRB) will be requested in the event of your application being successful. A criminal record will not necessarily be a bar to obtaining a position. The CRB has produced a code of practice that we adhere to. A copy of this is available for your inspection.

Details (if none you must state none) _____

Signature _____ **Date** _____

NB – in this job you will have substantial access to vulnerable people, and so can not regard ANY past criminal conviction as 'spent'. You must declare ALL convictions both past and present.

Declaration of physical and mental fitness.

I hereby certify that I am of fit mind and body to undertake the duties expected of me at Spring Cottage Retirement Home.

Signature _____ **Date** _____

I certify that the information given in this application is true and accurate to the best of my knowledge. I also understand that if I am appointed and information is subsequently found to be false, I might be dismissed.

Signed: **Date:**

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Official use only			
Reference 1 sent for: -		Reference 1 returned: -	
Reference 2 sent for: -		Reference 2 returned: -	
Date of induction: -			
Date CRB check sent		Date CRB check returned: -	
Start date: -		Shift pattern: -	
Leave date: -		Reason for leaving: -	
Written notice given?		Notice served?	