

**APPLICATION FORM**

Please supply the information requested by completing all sections of this form. Please do not write 'see C.V.' in any section, although you are welcome to send a C.V. to supplement the information given on the form. If you need assistance completing this form please contact us.



<b>Application for the position of:</b>	<b>Community Care Worker</b>
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Surname		Forename(s)	
		Title	
Address			
	Post Code		
Home Telephone		Mobile	
Email		Do you have a current work permit to work in the U.K.?	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number		Under the Asylum and Immigration Act 1996 you will need to provide documentary evidence of your National Insurance Number and work permit.	
Do you have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have the use of your own transport?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Secondary Education**

School(s)	From	To	Examinations and results

**Further/Higher Education (University/College/Apprenticeships etc)**

School(s)	From	To	Examinations and results

**Short and Part-time Courses**

Date	Details

**Current / Most Recent Employment** (please delete as appropriate)

Company Name		Employers Business	
Address	Post Code		
Position Held			
Date Started		Date Left (if applicable)	
Brief description of duties and responsibilities			
Reason for leaving		Notice Required	

**Previous Employment** (Most recent first. Please explain any gaps, use additional sheet if necessary)

Name and address of employer	From	To	Position held	Reason for leaving

Approximately how many days/weeks sickness absence have you had in the last 2 years?

If appointed, do you have any business or other interests that may conflict with duties of this post, including employment elsewhere? Yes  No  If yes, please give details below.

Have you ever been employed by the company before?

Yes  No

Have you ever applied for a job with the company before?

Yes  No

Are you physically and mentally fit for the duties of the job for which you have applied? If no please give details.

Yes  No

Reason for applying and why you consider you would be suitable for this position (use an additional sheet if necessary)

### References

Please give details of two people (not relatives), one of whom must be your present or most recent employer, from whom confidential references may be obtained.

#### Referee 1

Name		Occupation	
Address			Post Code
Permission to contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Telephone No.		Email	

#### Referee 2

Name		Occupation	
Address			Post Code
Permission to contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Telephone No.		Email	

Because of the sensitive nature of the duties the post holder in a care environment is expected to undertake, you are requested to disclose details of any criminal record you may have.

Have you ever been convicted or bound over by the courts or cautioned, reprimanded or given a warning by the police? *(Please note that care positions are exempt from the Rehabilitation of Offenders Act 1974, which means that convictions, cautions, reprimands and warnings must be disclosed)*

YES  NO

If YES, please record details of offences (including the nature of the offence and penalties incurred) and dates:

Date	Nature of offence	Penalties incurred

Are you aware of any police enquiries undertaken following allegations made against you, or any enquiries by Social Services or other statutory bodies, which may have a bearing on your suitability for a post in the care sector?

YES  NO

If YES, please record details of enquiries (including the nature of the offence and penalties incurred) and dates:

Date	Nature of enquiry

Any information you declare will not necessarily preclude you from employment with Enterprising Opportunities Ltd as every application is considered on its merits as a whole. Any information that you give us will, of course, be treated in strict confidence in accordance with the Data Protection Act.

### Declaration and Authorisation

I declare that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement will render me liable to dismissal without notice. I understand that any offer of employment will be subject to satisfactory references and a Criminal Record Bureau Disclosure.

Signed:-	Date:-
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