

# Application for employment

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

## Position applied for:

If you obtained this position, would you continue in any other employment? Yes/no

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

## Personal details

Title:                      Forename(s):                      Surname:

Home address:

Postcode:

Home telephone:

Business telephone:

**Education and training**

School, college, etc

Dates

Qualifications

**Previous employment**

Name & address of employer	Dates	Job title or duties	Reason for leaving
----------------------------	-------	---------------------	--------------------

**Previous relevant experience**

**Interests**

**Driving licence, etc.**

Current driving licence? Yes/no. If yes, type of licence

Any current endorsements? Yes/no. If yes, give details

Any motoring prosecutions pending? Yes/no. If yes, give details

**List any criminal convictions other than “spent” convictions. If none, state “none”.**

The information provided will be confidential and will be considered only in relation to this application.

## Carer STANDARDS

In order to guide the interview process, we would like you to indicate your personal philosophy of care by completing the following statement:

I believe that the purpose of care from a care service is:	
If I were Service User in The Agency I would like:	
I believe that the Service User's family and relatives would like from The Agency:	
I believe that I can support a Service User in The Agency because:	
As a member of The Agency care team I feel valued when:	
I believe that a good relationship between me and the Service User depends on:	
I believe that I learn best when:	
I believe that a good working team is made by:	
I believe that my role in relation to the Service User is:	
My other beliefs and values of relevance to my job are	

**REFEREES**

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

**Current or most recent Employer**

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

**Previous employer to the one above**

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

**Character reference**

Name:	
Address:	
Post code:	
Tel No:	
Relationship to you:	

--

**Please detail any further information you wish to put forward in support of your application.**

**Equal Opportunities Monitoring Form**

**INTERVIEWER – DETACH THIS FORM FROM THE PACK AND HAND IT TO THE CANDIDATE, TOGETHER WITH A STAMPED ADDRESSED ENVELOPE. NO MARKS TO IDENTIFY THE CANDIDATE MAY BE MADE – THE REPLY IS ANONYMOUS AND CONFIDENTIAL.**

The organisation is committed to promoting equal opportunities for all its employees and all prospective employees.

To ensure that all applicants are dealt with equally, we wish to monitor your recruitment process and would ask for your help by completing the details below by placing a v in the appropriate box. This will allow the organisation to monitor its policies.

**PLEASE NOTE**

You do not have to complete this form. The information is given on a voluntary basis and the information provided will only be used for the monitoring purpose. Please do not enter any identifying marks on this form, so that your information remains confidential. This information will be stored on a computer.

**1. Gender:**

Male \_\_\_

Female \_\_\_

**2. Registered Disabled?**

Yes \_\_\_

No \_\_\_

**3. Marital Status:**

Married \_\_\_

Single \_\_\_

Divorced \_\_\_

**4. Children?**

Yes \_\_\_

No \_\_\_

**5. Please indicate your ethnic background:**

African \_\_\_

Asian \_\_\_

Afro-Caribbean \_\_\_

UK European \_\_\_

European \_\_\_

Other \_\_\_ ( please specify \_\_\_\_\_ )

**6. Age:** \_\_\_\_\_



**Declaration**

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date: