

APPLICATION FORM

Please complete this form in black ink and complete all sections.

Position Applied for	Your Full Name	Based at

Please tick this box to confirm that you are 21 years or over

GDPR Statement

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Care Home to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

Equality of Opportunity Statement

The Care Home's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or offending background.

Safeguarding Statement

Country Care Childrens Homes Ltd is committed to safeguarding those in our care. All employees must share this belief and are required to obtain an enhanced DBS disclosure and follow safeguarding policy and procedures. As a shortlisted candidate online search may be done as part of due diligence checks.

Personal Details

Title	Forenames	Surname	Previous/other names	Date of Birth
NI Number	Telephone Home	Telephone Mobile	Telephone Work	At current address since

Current Address				
Postcode				
e-mail				
May we contact you at work? (Please circle)	YES	NO	Any dates you would be unavailable for interview?	

Employment Details (Current/most recent employer)			
Name		Address	
Job Title		Salary	
Date of Appointment		Notice Period	
Brief Description of Duties			

Education, Training and Qualifications (Please continue on a separate sheet if necessary) (Certificates will be required at interview)				
Name of School/College/University/ Course and Location	Date From	Date To	Qualification Gained or Certification	Grade

Other Experience:

All time since leaving full time education should be accounted for. Details must be given for any period not covered by full time employment, education or training. E.g. unemployment, voluntary work, raising a family, part time work or education

Employment History (Please continue on a separate sheet if necessary) (Please include details of any gaps in employment, we reserve the right to contact any employer should the circumstances arrive)

Name of Employer and Address	Dates From	Dates To	Position and Duties	Reason for leaving
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Drivers Licence				
Do you have a valid and current British Driver's Licence?	YES	NO	What Type? e.g Full, provisional, HGV, Motor bike	
Do you have any endorsements?	YES	NO	If yes please give details	

Driver declaration.			
I declare that I am able to drive at night and long distances on motorways in a manual car.			
Date		Signature	

Application and Additional Information (Why do you want the job?) Please give details of personal qualities, experience, skills, and achievements in support of your application. Please refer to the job description and personal specification.

Please continue on separate sheet if necessary

Interests/Hobbies which may be relevant

References: **one must** be your most current/recent employer. The second your most recent previous employer. If there are any care references, we may ask for the details too.

Current Employer 1 st Reference Name		Address	
Title		Telephone No.	
e-mail			
Previous Employer 2 nd Reference Name		Address	
Title		Telephone No.	
e-mail			

If you **do not** wish us to contact referees provided prior to interview please tick the box 1st 2nd

Do you have any family or close relationship to anyone in the organisation?	Yes	No
If yes, please give details		
Do you have any disciplinary action outstanding with your present employer?	Yes	No
If yes, please give details		
Are you or your spouse a British or EU national? (Successful candidates will need to provide documentary evidence of their entitlement to work in the UK before they begin employment.)	Yes	No

By signing this form, I consent for Country Care to issue an employment reference to the employer as detailed below.

Name (include previously known as)	
Name of future employer to receive reference	Country Care Children's homes Ltd
Signature	
Date	