

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 safeguardin policy and procedures. As a shortlisted candidate online search may be done as part of due diligence checks.

Personal Details	S			
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 would be unavailabl interview?	e for				
Employment Detai	ls (Current/	most rece	nt employ	er)				
Name				Address				
Job Title				Salary				
Date of Appointment				Notice P	eriod			
Brief Description o Duties	f							
Education, Training will be required at		ications (P	Please cont	inue on a	separate :	sheet if ned	cessary) (Certifica	ite
Name of School/Co University/ Course and Location		Date From	Date T	1 -	fication Ga fication	ined or	Grade	



i			

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 (Disease	continue -	n a conarat	en shoot if nosossamily (Places in	slude details of an
			e sheet if necessary) (Please in	
gaps in employment, we rese	erve the rig	nt to conta	ct any employer should the cir	cumstances arrive)
Name of Employer and	Dates	Dates To	Position and Duties	Reason for
Address	From	Dates 10	1 osition and battes	
Audiess	FIUIII			leaving





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 de	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.



Places continue on congrets sheet if passesser:	
Please continue on separate sheet if necessary	
Interests/Hobbies which may be relevant	
,	

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



Current Employer 1st Reference Name			Address			
Title			Telephone No.			
e-mail						
Previous Employer 2 nd Reference Name			Address			
Title			Telephone No.			
e-mail						
			vided prior to intervie			
•		close relationshi	p to anyone in the or	ganisation?	Yes	No
If yes, please g	ive details					
Do you have a	Do you have any disciplinary action outstanding with your present employer? Yes No					No
If yes, please g	ive details					
(Successful candid	Are you or your spouse a British or EU national? Successful candidates will need to provide documentary evidence of their entitlement to work ir he UK before they begin employment.)					



When woul	d you be available to start work?			
Where did y	ou see this post advertised?			
Declaration				
I declare that all details given here are true and accurate. I accept that any omission or false statement may result in my dismissal I authorise Country Care Childrens Homes Ltd to approach any Personal Referees, Former Employers, Government Agencies named to verify the information given and I authorise such individuals or agencies to provide the information requested. I authorise Country Care Childrens Homes Ltd to process the data in accordance with the current Data Protectic legislation. Should I be selected, I will undertake any training including Diploma level 3 or other formal qualification required for the position applied for. I acknowledge that an employment offer made by Country Care Childrens Homes Ltd is subject to the receipt of satisfactory references and enhanced DBS checks and medical clearance by Country Care Childrens Homes Ltd.				
Signed		Date		
Further Dec	laration			
of section (4	the nature of the work for which you a 12) of the Rehabilitation of Offenders a kemptions) Order 1975			
Applicants are therefore not entitled to withhold information about convictions, including those for which other purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Country Car Childrens Homes Ltd				
I have some	thing to declare \Box	I have nothing	to declare 🗆	
	e on a separate sheet of paper, place in is application.	n an envelope,	clearly labelled with your name and	
Further info Are you elig I acknowled	pplicants will be required to apply for rmation can be found from www.DBS ible to work in the UK? YES YES NO ge that an employment offer made by satisfactory DBS and evidence to dem	.gov.uk □ y Country Care	Childrens Homes Ltd is subject to th	
Signed		Date		

Consent to Release Reference



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	