



EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR: Support Worker

The following information will be treated in the strictest confidence in compliance with GDPR.

PERSONAL

(Please complete this section **CLEARLY** and in **BLOCK CAPITALS**)

Surname:				First Name(s):			
Address:							
						Postcode:	
Mobile No:				Landline No:			
Date of Birth:				National Insurance No:			
Do you have a Bank Account?:				YES/NO	Do you hold an UK/EU Passport?:		YES/NO
E-mail address:							
Full Driving Licence:		YES/NO	Date passed Driving Test?				
Endorsements:		YES/NO	If YES give dates				
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 subject to any restrictions or covenants which might restrict your working activities?							YES/NO
If YES, please give full details							
Are you willing to work overtime and weekends if required?							YES/NO
Are you available to work early mornings/evenings/weekends? YES/NO If not, please give details of any days/hours you are not available to work							
Are you looking for full or part time work? If part time how many days/hours per week (approx) Full time hours are 30 per week worked any 5 days from 7.				F/T P/T hours			
This post is exempt from the Rehabilitation of Offenders Act 1974. Have you at any time been convicted of or cautioned in respect of any criminal offence? If yes, please provide details: Your application for this post will be subject to a satisfactory enhanced DBS check							YES/NO
If YES, please give full details							

As part of the application process, you must fully complete the attached Pre-Employment Staff Health Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment?		YES/NO
Have you received 2 Covid vaccinations? If so, please confirm the dates: Can you provide evidence via NHS App? y/n	1 st vaccination: 2 nd vaccination:	Booster:
Have you received a booster vaccination if so, please confirm date?		
Have you ever worked for this business before?		YES/NO
Are you related to any person employed by this business?		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 UK?		YES/NO
How much notice are you required to give to your current employer?		

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations.

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Please list any foreign languages spoken and the level of competence.

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PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Reason for leaving (if applicable)			
Length of service	From:		To:

FULL EMPLOYMENT HISTORY

Please give details of your past employment, excluding your present or last employer, stating the most recent first.
PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

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INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

SUPPLEMENTARY INFORMATION

Why have you applied for this position and what do you think you can contribute to the company?

Think about; past achievements, future aspirations, personal strengths, specific skills.

(if required, continue on a separate sheet)

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal

I consent to these details being held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration (where applicable) and any other purposes detailed in this application.

DISCLOSURES

Given the nature of the job applied for, in the event that I am offered the position, I understand that any offer of employment is subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service (DBS).

I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

Signature:	Date:
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:

SOURCE OF APPLICATION

How did you hear of this vacancy?

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