



Application for Employment

Care Homes (England)
Private and Confidential

Return this form to:
Position Applied for:

Reference Number:

Personal Details

Name	Title:	
	Forename(s):	
	Surname:	
Contact Information	Address:	
	Post Code:	
	Email:	
	Tel No. (Home):	
	Tel No. (Mobile)	
	N.I. Number:	

Current Driving Licence

	Yes:		No:	
	Groups:			
	Expiry Date:			
	Details of Endorsement(s):			

Are there any restrictions on you taking up Employment in the UK?

	Yes:		No:	
	If Yes, Please Provide Details:			



Education (please complete in full and use a separate sheet if necessary)

	Schools/College/University Names	Qualifications Gained

Employment History (please complete in full and use a separate sheet if necessary)

Last/Current Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for Leaving:
	Notice Period:
	Please explain any gaps in employment if this employment did not immediately follow your previous employment.



Previous Employment #2	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for Leaving:
Please explain any gaps in employment if this employment did not immediately follow your previous employment.	

Previous Employment #3	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for Leaving:
Please explain any gaps in employment if this employment did not immediately follow your previous employment.	

Current Membership of Professional bodies (i.e. CIPD, NMC)

	Please note any professional bodies you are a member or registered with:

Professional Registration Number (where applicable)

	Registration/PIN Number (Nursing):
	GMC Certificate Number (Doctors):

Other Employment

	Please note any other employment that you would continue with if you were to be successful in obtaining the position:



Leisure

	Please note here your leisure interests, sports and hobbies, other pastimes, etc.:

References (please include the Manager/HR at your current/most recent employer and at your previous employer)

Reference #1	Title:
	Forename(s):
	Surname:
	Address:
	Post Code:
	Contact No.
	Email:
	Position Held

Reference #2	Title:
	Forename(s):
	Surname:
	Address:
	Post Code:
	Contact No.
	Email
	Position Held



General Comments

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

Cautions, Rehabilitations & Criminal Records

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

YES/NO (delete as required). If YES, please give details.

Special Requirements *(Care Sector)*

Because this position involves the care of children and/or vulnerable adults, employment is dependent on the following:

1. Provision of a Disclosure and Barring certificate from the Disclosure and Barring Service.
2. Such disclosure being acceptable to us.
3. Proof of identity - birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references including one from your most recent employer **(this is a Legal Requirement)**.
5. That you will supply a recent photograph of yourself for retention in your records **(this is a Legal Requirement)**.
6. Evidence of physical or mental suitability for your work.
7. Documentary evidence of any qualifications relevant for the position **(this is a Legal Requirement)**.

Data Protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice within your staff handbook.