



The Swallowcourt Group

Care Homes

APPLICATION FOR EMPLOYMENT

A: POSITION APPLIED FOR

Position Applied for: _____

Reference Number (if Known) _____

Available Start Date: _____ (Give Notice period or actual start date)

B: PERSONAL DETAILS

Surname:

First Names:

Title:

National Insurance Number:

Driving Licence:

Do you have any current endorsements or have you previously been disqualified from driving or refused insurance?

Do you have the right to work in the UK?

Are you over 18 (by law we cannot employ under 18's in certain care related positions.)

Address:

Telephone Number:

Mobile Number:

Email Address:

YES/NO Full/Provisional

YES/NO

If 'YES' please give details on the extra information sheet provided

YES/NO

YES/NO

C: EDUCATION – Please continue on the extra information sheet if necessary

Secondary Education

Dates
From

To

Exam Subjects
and Results

| Secondary Education | Dates From | To | Exam Subjects and Results |
|---------------------|---------------|----|------------------------------|
| | | | |



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| Further Education and Training | Dates From | To | Exam Subjects and Results |
|--------------------------------|------------|----|---------------------------|
| | | | |

D: PROFESSIONAL AND OTHER QUALIFICATIONS/COURSES ATTENDED

(If you are a qualified nurse please provide your PIN number and when it expires)

| Qualification Obtained Or Course Attended | Dates From | Dates To | Exam result |
|---|------------|----------|-------------|
| | | | |

E: CURRENT EMPLOYMENT – or most recent if not employed at present

1) Employer's Name:

Telephone Number:

Address:

Position Held:

Start Date:

Reason for Leaving:

Notice Period:

Duties and Responsibilities:

Salary:



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F: PREVIOUS EMPLOYMENT TO COVER A MINIMUM OF 10 YEARS– Please continue on the extra information sheet if necessary. If there are any gaps please explain.

2) Employer's Name: Telephone Number:
Address: Position Held:
Start Date: Reason for Leaving:
Salary:

3) Employer's Name: Telephone Number:
Address: Position Held:
Start Date: Reason for Leaving:
Salary:

G: SICKNESS RECORD

How many days have you had off sick in the last 12 months?

Description of Illness

Days off

| Description of Illness | Days off |
|------------------------|----------|
| | |
| | |
| | |
| | |

H: WHAT ARE YOUR REASONS FOR APPLYING FOR THIS POST AND WHAT SKILLS AND WHAT EXPERIENCE CAN YOU BRING TO THE ROLE?



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I: WHAT ARE YOUR HOBBIES AND INTERESTS?

J: REHABILITATION OF OFFENDERS ACT, 1974

Through the 1975 Exemptions Order of the Rehabilitation of Offenders Act, 1974 and by virtue of the nature of the post for which you are applying, we are obliged (as your prospective employers) to ask the following question:.

With the exception of motoring offences, have you ever been convicted of any criminal offence by a court of law?

YES/NO If "Yes" please provide brief details of the offence(s) and relevant dates on the extra information sheet provided.

Signature: _____ Date: _____

Any information supplied by you will remain confidential and considered only in relation to this job application.

K: REFEREES – Please provide details of two referees who we may approach with regard to this job application. These must not be members of your family and one must be your present or most recent employer.

1) Present/Most Recent Employer's Name

2) Other Referee's Name

Address: _____

Address: _____

Relationship: _____

Relationship: _____

Telephone Number: _____

Telephone Number: _____

Email: _____

Email: _____

Fax: _____

Fax: _____

Can We Contact: YES/NO

Can We Contact: YES/NO



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| QUESTION | FURTHER INFORMATION |
|----------|---------------------|
| | |
| | |
| | |
| | |

DECLARATION

ANY PERSON, UPON SUBSEQUENT EMPLOYMENT, WHO IS FOUND TO HAVE KNOWINGLY SUPPLIED FALSE OR MISLEADING INFORMATION, OR HAS DELIBERATELY WITHHELD RELEVANT INFORMATION, WILL BE SUMMARILY DISMISSED.

I have read and understood the information supplied to me in relation to this job position and the information requested in this job application form. I confirm that all information supplied by me is true and correct to the best of my beliefs.

I give the prospective employer the right to follow up all references and to make any other job related enquiries as may be deemed necessary.

Signature: _____ Date: _____