



The Swallowcourt Group

Care Homes

Post applied for	
Vacancy Ref.	Location

### PERSONAL DETAILS

Surname	Address	
First Name		
Home Tel:		
Mobile/Work Tel:		
Email:		Post Code

### CURRENT OR LAST EMPLOYMENT

Employer's name	Position held	
Employer's address	Date started	
	Date finished/notice required	
	Reason for leaving	
	Other Benefits	
Rate of pay :		
Brief description of duties, responsibilities etc		



**EDUCATION, TRAINING AND QUALIFICATIONS – Please give details of educational qualifications you have obtained from school, college, university etc. Please list most recent first.**

Year	Establishment	Examinations, qualifications, grades and achievements

**WORK RELATED TRAINING – Please give details of any training you have undertaken, such as First Aid, moving & handling etc. (Please supply copies of Certificates as evidence)**

Organising body	Course title/subject	Duration	Qualification Gained

**GENERAL INFORMATION**

Do you hold a current valid driving licence?  
If yes state type and, if applicable, class:

Yes/No

Does it carry any existing or pending endorsements?  
If yes, please state endorsement code and date:

Yes/No

Please note that you may be required to provide your original driving licence for inspection and copying, and any changes to it should be notified to the company as soon as they happen.

**MEMBERSHIP OF PROFESSIONAL BODIES/QUALIFICATIONS**

Name/body of qualification	Class/grade of membership

**FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION** (skills, knowledge and experience relevant to the job gained in previous jobs, or from activities outside employment) – continue on separate sheet if necessary.

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**OTHER RELEVANT ACHIEVEMENTS** (e.g. leisure interests and hobbies)

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**REFERENCES**

Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer.

Name
Position
Relationship
Address
Postcode
Telephone No.
Permission to contact prior to interview Yes/No

Name
Position
Relationship
Address
Postcode
Telephone No.
Permission to contact prior to interview Yes/No

## Asylum and Immigration Act

Do you require permission to work in the UK?

Yes / No

Please note that prior to commencement of employment all applicants will be required to provide evidence of entitlement to work in the UK. This will be in the form of a document providing evidence of a "documented national insurance number", such as an original P45, a passport confirming British Citizenship, a birth certificate of the UK or Republic of Ireland.

## Disability Discrimination Act

**Swallowcourt welcomes applications from candidates with disabilities. The following information will be used only for the purposes of making reasonable adjustments to ensure that disabled persons are not disadvantaged by the application and recruitment process and to ensure that Swallowcourt are aware of any reasonable adjustments that may be required in the role applied for. Any information provided will not be used as part of the selection process.**

Do you require any reasonable adjustments to be made in the application or recruitment process because of a disability? (For example do you need a copy of this form in another format/ or wish to apply in a different format or do you require any special provisions or facilities if invited to interview)

If yes, please provide brief details:

Yes / No

Do you require any reasonable adjustments to help you do the job for which you are applying because of the effects of a disability or health condition?

If yes, please provide brief details

Yes / No

## Rehabilitation of Offenders Act

Do you have any unspent convictions (subject to the provisions of the Rehabilitation of Offenders Act)?

If yes, please provide details:

Yes / No

Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Please note that you are not required to provide any information on any convictions that are spent.

Where did you hear about this vacancy?

## DECLARATIONS



I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to dismissal. I give my consent under the Data Protection Act 1998 for the Company to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

**SIGNED**..... **DATE**.....

Swallowcourt Limited is committed to a policy of treating all its employees and job applicants equally. No employee or potential employee shall receive less favourable treatment or consideration on the grounds of race, colour, ethnic origin, nationality, religion, gender, marital status, sexual orientation, disability, age or part time status.