**APPLICATION FORM**

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

1. **Application form**

|  |  |
| --- | --- |
| Position applied for |  |
| Date available to take up employment |  |
| Salary expectations |  |

1. **Prepared for work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full time | YES / NO | Part time | YES / NO | Shift work | YES / NO |

1. **Personal details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full name |  | | | | DOB |  | |
| Any previous names |  | | | | | | |
| Address  *If you have been registered as living at any other address in the past 5 years please include details at the end of this form* |  | | | | | | |
| Telephone numbers | Home |  | | | | | |
| Mobile |  | | | | | |
| Email address |  | | | | | | |
| National insurance number | |  | | | | | |
| Passport number |  | | | Issue Date | | |  |
| Do you own a car? | YES / NO | | Have a current licence? | | | | YES / NO |
| If yes, licence type | Provisional / Full | | | | | | |
| Driving licence number | |  | | | | | |
| Do you have any current driving convictions | YES / NO | If yes, give details including dates | | | | | |
|  | | | | | |
| Where did you hear about Fame 24hour Care? |  | | | | | | |

1. **Secondary education**

|  |  |
| --- | --- |
| School name, address and date attended | Examinations (subject, result, etc.) |
|  |  |
|  |  |
|  |  |

1. **Further education and training**

|  |  |  |  |
| --- | --- | --- | --- |
| University/College and date attended | Type of course | Subjects | Qualification or class of degree |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Occupational qualifications**

|  |  |
| --- | --- |
| College/Institute or other name and date attended | Qualification/Level |
|  |  |
|  |  |
|  |  |

1. **Membership of professional body**

|  |  |  |
| --- | --- | --- |
| Name | Level | Date |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Languages**

|  |  |
| --- | --- |
| Do you speak or read a foreign language? | YES / NO |
| If yes, give details | |

1. **Previous employment**

A full work history is required explaining any gaps in employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Present/last employer |  | | | | | |
| Address |  | | | | | |
| Job title |  | | | | | |
| Duties/responsibilities |  | | | | | |
| Start date |  | | End date | |  | |
| Reason for leaving |  | | | | | |
| Employers name & address | Job title | From | | To | | Reason for leaving |
| *(month & year)* | | | |
|  |  |  | |  | |  |
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1. **General**

|  |  |  |
| --- | --- | --- |
| Interests/hobbies (give details of pastimes, sports, etc) |  | |
| Offices held in social/sports clubs, etc |  | |
| Public duties (local councillor, etc) undertaken |  | |
| If offered this position will you continue to work in any other capacity? | | YES / NO |
| If yes, give details | | |

1. **Permission to work in the UK**

|  |  |
| --- | --- |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | YES / NO |
| If you are successful in your application would you require permission to work in the UK? | YES / NO |

1. **Community/volunteer experience**

|  |  |  |
| --- | --- | --- |
| Name and address of organisation | Position/title | Duties |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Next of Kin/ Emergency Contact (NoK)**

|  |  |
| --- | --- |
| Emergency contact name |  |
| Relationship to you |  |
| Contact number |  |
| Emergency contact name |  |
| Relationship to you |  |
| Contact number |  |

Fame 24hour Care will hold this information on file for use in an emergency. We hold this data under the General Data Protection Regulations ‘Legitimate Interest.

1. **Referees**

|  |  |
| --- | --- |
| Work reference 1 (most recent employer) – not members of your own family | |
| Name |  |
| Address |  |
| Organisation |  |
| Occupation |  |
| Telephone number |  |
| Email address |  |
| Work reference 2 – not members of your own family | |
| Name |  |
| Address |  |
| Organisation |  |
| Occupation |  |
| Telephone number |  |
| Email address |  |
| Work, personal or educational – not members of your own family | |
| Name |  |
| Address |  |
| Organisation |  |
| Occupation |  |
| Telephone number |  |
| Email address |  |

**GDPR and the Data Protection Act 2018:**

Requires that any staff handling personal data must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held and rights to claim for damages if various offences occur. This covers all records.

In implementing this legislation, Fame 24hour Care adopts a simple and straightforward policy.

If you are unsuccessful in obtaining employment with Fame 24hour Care, we would like to keep your data on file in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

Your details will be kept on file for (6 months) months.

I would like for Fame 24hour Care to keep my details on file in case other suitable roles become available: YES/NO

If you choose not to have your details on file with us your application form will be held for (3 months) and will only be referenced to explain our reason for not offering you a position at the relevant time.

If you would like to withdraw your consent to Fame 24hour Care keeping your data on file please contact us [admin@fame24hourcare.com](mailto:admin@fame24hourcare.com) at any point.

|  |  |
| --- | --- |
| Date of previous application |  |
| Previous position applied for |  |
| Did the application go through to interview | YES / NO |
| If yes, what was the outcome | |

### Criminal Record Check

I have completed / will complete an application for a criminal record check and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.

I also give permission for a copy of the disclosure to which I am subject, being made available to a named authorised person upon written request, who acts on behalf of a National Government or Local Government Department for auditing purposes.

Name: ……………………………………………………………………...

Signature: …………………………………………………………… Date: ……………………………

**Working with Fame 24hour Care**

It is Fame 24hour Care’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise Fame 24hour Care to obtain references to support this application once an offer has been made and accepted and release Fame 24hour Care and referees from any liability caused by giving and receiving information.

**DECLARATION**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

Name: ……………………………………………………………………...

Signature: …………………………………………………………… Date: ……………………………

## Please complete the additional form: equal opportunities monitoring form

*You are under no obligation to complete the above-mentioned additional form*

Thank you for completing the application form. Please return this document to:

Fame 24hour Care

160 Hadleigh Road

Ipswich

IP2 0HH

Alternatively, you may email the completed application form to: admin@fame24ourcare.com

If you need to discuss any questions within this application form, please contact Fame 24hour Care on 01473345400

**Previous registered home addresses in the last 5 years:**

|  |  |  |
| --- | --- | --- |
| Address | Date from | Date to |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |