

Interview	Yes / No
Reason Code	



APPLICATION FOR EMPLOYMENT

Please complete this form in black ink or type. If you are a Mac user, please use Acrobat to complete the form and not Preview, as this may cause problems with information on the form displaying correctly. You can download Acrobat by visiting get.adobe.com/uk/reader/

APPLICATION FOR THE POST OF:

PERSONAL DETAILS (Please complete this section in block capitals)

Mr, Mrs, Miss, Ms, Other:	Surname:	First Names:
Address:		Telephone Numbers
		Day: Evening: Mobile:
		Email:

EDUCATION AND TRAINING (List details starting with most recent first)

School/ College attended:	From:	To:	Qualifications:	Grade/Result:

Membership of professional bodies (including NMC PIN):

Details of any further training undertaken or relevant courses attended with dates:

EMPLOYMENT EXPERIENCE

List jobs starting with the most recent employer first, please include your full employment history and explain any gaps in employment. Please continue on a separate sheet if necessary.

CURRENT EMPLOYER				
NAME AND ADDRESS OF EMPLOYER:	JOB TITLE: (Please indicate the main responsibilities relevant to the post)	DATE FROM:	DATE TO: (If already left)	REASON FOR LEAVING / WANTING TO LEAVE:
	Salary on leaving:			
PREVIOUS EMPLOYERS				
NAME AND ADDRESS OF EMPLOYER:	JOB TITLE: (Please indicate the main responsibilities relevant to the post)	DATE FROM:	DATE TO:	REASON FOR LEAVING:

VOLUNTARY WORK

Please give details of any voluntary work undertaken:

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GENERAL INFORMATION

DRIVING (Please only complete where travel is required for the job role)

Do you have a current driving licence? **YES** **NO**

Do you have access to a car for work? **YES** **NO**

Please provide details of any endorsement(s):

RIGHT TO WORK IN THE UK

National Insurance Number:

Do you require a permit to work in the UK? **YES** **NO**

DECLARATION OF CRIMINAL OFFENCES:

This position is exempt from the Rehabilitation of Offenders Act 1974. Successful candidates will be asked to complete an Enhanced DBS check prior to their appointment as this position involves regular contact with vulnerable adults. It is important that you include details of any criminal convictions that you may have, including those that might otherwise be deemed as spent. Failure to disclose a criminal conviction that is later disclosed on your DBS Disclosure is likely to result in any offer of employment being withdrawn. Having a criminal conviction will not necessarily bar you from working with us as long as you discuss it with us during the application process.

Have you had any criminal convictions? **YES** **NO**

If YES, please state the nature and date of any conviction(s):

REFERENCES

It is the Brendoncare Foundation's policy to obtain a minimum of two referees, prior to confirming an offer of employment. **The first referee must be your current/most recent employer.** The second referee should be work related or an academic referee and must not be a personal friend or member of the family.

We will not attempt to obtain any references until an conditional offer of employment is made.

Name: (1)		Name: (2)	
Position:		Position:	
Address:		Address:	
Tel. No:		Tel. No:	
Email:		Email:	

STATEMENT OF SUITABILITY

Please refer to the Role Profile to help you complete this section

How do you meet the Job Requirements?

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Brendoncare is committed to ensuring that older people are respected and honoured as individuals and are cared for with dignity, respect, kindness and understanding. To join us you would need to be committed to furthering the Charity's aims by putting the resident at the heart of all we do.

How might you achieve this?

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DECLARATION:

I confirm that the information given on this form is correct and accurate. I understand that any false statement may cause Brendoncare Foundation to cease continuation of my application for employment or, if employed, may subsequently lead to dismissal.

Name:		Date:	
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Please return this form to the address provided in the covering letter

RECRUITMENT MONITORING FORM

APPLICATION FOR THE POST OF:
WHERE DID YOU SEE THIS POSITION ADVERTISED?

The Brendoncare Foundation is committed to providing equality of opportunity and embracing diversity in all its forms. Our aim is to ensure that all applicants are given equal opportunity regardless of age, disability, ethnic or national origin, gender, marital status, political opinion, religion, religious belief or sexual orientation. This sheet is detached from the remainder of the application and does not form any part of the selection process.

Surname: _____ **First Name:** _____

Gender: Male Female

Which is your age group?

21 or under 22-30 31-39 40-49 50-59 60+

Brendoncare will be pleased to consider any special requirements, reasonable resources or facilities to support disabled persons both in applying for positions and in working for Brendoncare.

How would you describe your health?

Able bodied with no medical condition Able bodied with a medical condition
 Disabled requiring no special facilities or resources Disabled needing special requirements or assistance with facilities or resources

If you have a health condition or disability, what support or assistance (if any) may you need to assist you in your application or employment?

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How would you describe your race or ethnic origin?

White British White Irish White Other
 Black or Black British Black Caribbean Black Other
 Asian or Asian British Pakistani Bangladeshi
 Indian Other Asian
 Mixed Race
 White & Black African White & Black Caribbean White & Asian
 White & Other Please specify _____
 Chinese
 Any Other Please specify _____
 Do not wish to answer