

Meadowside

RESIDENTIAL CARE HOME

202 Little Marlow Road, Marlow, Bucks. SL7-1HX Tel: 01628 898068 - Manager Elizabeth Hassard

Application for Employment An Equal Opportunities Employer

PLEASE PRINT

Application details

Position applied for:

Date of application:

Title:

Name:

Full postal address:

Post Code:

Telephone No. (incl STD Code):

National Insurance No:

General Information

Date of Birth:

Sex:

Male

Female

In The event of an emergency who would you like to be notified?

Name:

Tel No DAY:

Tel No EVENING:

Have you had any experience in any work of this nature *(IF YES please give details)*

Why do you think you would like this work?

Should you be offered this post would you be willing to do further training, even if it were unpaid and in your own time?

Yes

No

How would you get to and from work? *(for example)*

Car

Bicycle

Bus

Walk

What interests & hobbies do you have?

What ambitions do you have?

In the last 3 years how much time have you taken off work?

In the next 12 months do you have any commitments that will require you to take time off work? Yes

No

If Yes please specify below

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Are you in general good health? Yes No **If No please state your medical condition**

Are you receiving any medical treatment? Yes No **If Yes please state what**

Are you registered disabled? No Yes **If Yes please specify fully**

If you are registered disabled please give your number:

Expiry date:

Are you willing to have a medical examination if required? Yes No if your answer is No please state the reason

Have you ever had any civil, criminal or military convictions? Yes No

At any time been formally cautioned? Yes No

If your answer is Yes to either question please give details below

Any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974, If none: please state.

All employment is dependent upon obtaining a satisfactory disclosure from the Criminal Records Bureau / Scottish Criminal Records Office.

Employment cannot commence until a P.O.V.A. check has been fully completed

Are you legally eligible for full time employment in the UK: Yes No

Are you a student & legally eligible for employment in the UK: Yes No

If your answer is No you are not a UK or European Union National.

If you are not a UK or European Union National, please state your work permit number:

Is this application being made for a second job: Yes No *(if Yes please answer question below)*

Please supply details of your other employment:

Date you would be available for work:

Will you work reasonable overtime if needed? Yes No

Will you work shift or other flexible working arrangements if necessary? Yes No

PLEASE PRINT

Skills and Qualifications

Summarise your record of training, and specialist courses, qualifications and experience:

Educational Background

Name & Location of School / College / University etc.

Date From:

Date To:

List any Qualifications gained

Employment History

Give details of your last three positions, starting with the most recent.

Position One:

Employer:

Address:

Date From:

Date To:

Telephone:

Job Title:

Describe the nature of work performed and job responsibilities:

Your reason for leaving:

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Position Two:

Employer:

Address:

Date From:

Date To:

Telephone:

Job Title:

Describe the nature of work performed and job responsibilities:

Your reason for leaving:

Position Three:

Employer:

Address:

Date From:

Date To:

Telephone:

Job Title:

Describe the nature of work performed and job responsibilities:

Your reason for leaving:

If the Dates From and Dates To above are not consecutive please inform us of the reason why?

List any additional information you would like us to consider

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References

Please give details of 2 people who are willing to give you a reference and circle when to contact.
(Circle the *approp*)

Reference number 1

Name:

Telephone number:

Contact Address:

Your relationship with this person: E.g. Friend, employer

Years known:

Please circle one:

Contact this person at any time

Contact only if we offer you a job

Reference number 2

Name:

Telephone number:

Contact Address:

Your relationship with this person: E.g. Friend, employer

Years known:

Please circle one:

Contact this person at any time

Contact only if we offer you a job

PLEASE PRINT

Equal Opportunities – Voluntary Information

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favorable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation. We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

I would describe my ethnic group as:- (please circle one name for your ethnic group)

A) White

- English Scottish
Welsh Irish
Any other White background, please specify

B) Mixed

- White and Black Caribbean White and Black African
White and Asian
Any other Mixed background, please specify

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Indian Pakistani
Bangladeshi
Any other Asian background, please specify

D) Black, Black British, Black English, Black Scottish or Black Welsh

- Caribbean African
Any other Black background, please specify

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- Chinese
Any other background, please specify

Declaration

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and or termination from the employer's service if I have been employed.

I give Meadowside the right to investigate all references and to secure additional information about me, if job related,

I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Meadowside is an Equal Opportunity Employer. Meadowside does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by law.

I declare to the best of my knowledge that all the information contained in this form is true, complete and accurate:

I agree that should I be successful in this application the company will apply to the Criminal Records Bureau for a disclosure. I understand should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or terminated

Applicant's Signature:

Date:

If you are invited for an interview, please bring with you your passport plus any documentation and training certificates specific to the position you are applying for