Application for Employment

Questions denoted with a \* must be answered to ensure a check on criminal records bureau (CRB) can be made, which must be completed for anyone working with vulnerable adults and in the care sector.

Manager/Assistant Manager/Care Assistant/Cleaner/Other:

Position Applied For\*

Mr/Mrs/Miss/Other/

Title\*

Surname\*

Forename (s)\*

City: County:

Home: Mobile:

Current Address\*

City & County\*

Postcode\*

Telephone Number

/ /

\*Date of birth \*National Insurance No.

Street Name & No.

\*Town, Area and country of birth

Country:

Area/State/Postcode:

\*Date you moved to your current address

\*If you have not lived at your current address for at least 5 years, please give details of previous addresses covering the last 5 years including the dates you moved to and from each address

\*If you have been known by any other names please list these and show the dates you name had changed.

Two forms of ID are needed, one must be your passport and a bank statement if you are not a British Citizen then you must provide evidence that you are legally entitled to remain in the UK. List below ID

Passport: YES/NO Bank Statement: YES/NO Other:

If you were not born in the U.K. please state how we can be sure that you are legally entitled to work in the UK & please provide evidence.

No

Yes

Do you have any dependants? Please circle

Age of Dependants

Are you registered as a disabled? If so please give details

\*How would you describe your current state of health and any concerns we should be informed about?

Good/Fair/Bad/Other (please state)

Have you ever been convicted of a criminal offence? If so please provide details. (This will not necessarily prevent us from offering you employment)

Are you looking for full-time or part-time work (please delete) If part time please indicate how many hours of work you would like per week and the days and times you would be available. At Forest Lodge we have 3 shift patters which consist of the following lease indicate which is suitable for you.

Hours Per Week:

**Shift 1** – Start 7am to 3pm **Shift 2** – 3pm to 10pm **Shift 3** – 10pm to 8am **Cleaner Shift** 10am – 2pm

Sunday – Monday – Tuesday – Wednesday – Thursday – Friday – Saturday (delete days you cannot work)

When would you be able to start work?

Immediately/other (please state)

Qualifications GCSE’s, A – levels, Degree.

Please give details of any skills or qualifications you feel are appropriate to working in a care home, and why you feel you are capable of working with vulnerable adults and as a care assistant/cleaner. E.g. First Aid, Dementia Training, Fire Safety Training etc.

Please supply the names and addresses of two people we could approach for references, one of these should be your previous employer. If you have worked in a care home before we would like your previous manager to be included. If you have no previous employer then please supply the details of someone who will provide us with a character reference.

Name/Employer 1

Address

Telephone/

Email

Name/Employer 2

Address

Telephone

Email

These people may be approached to gain further information about you and your abilities.

Employment History

The regulations under which we work compel us to enquire into any gaps in your work history and to satisfy ourselves with the accuracy. Therefore please provide full details. Start with your previous employer first or if you are still currently employed with them.

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To | Employer Name and Address | Your Role & Duties | Reason for Leaving |
| Started:  Ended:  Present: | Name:  Address:  Telephone: |  |  |
| Started:  Ended: | Name:  Address:  Telephone: |  |  |
| Started:  Ended: | Name:  Address:  Telephone: |  |  |
| Started:  Ended: | Name:  Address:  Telephone: |  |  |

All the information I have given is true and accurate to the best of my knowledge. For any additional information please use this space, and if you wish you can use the back of this page.

Signed Date

/ /