



## Job Application Form

Post applied for:	Available start date:	How did you find about the vacancy:

### 1. PERSONAL DETAILS

Forename(s):	Surname:
All Previous Names:	Date of Birth:
Address:	E-mail address:
Postcode:	
Daytime Tel No.	Evening Tel No.
Do you have a Full Valid UK/EU Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is your driving license a manual license? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any endorsements on your Driving License? Yes or No <i>(If Yes please give details)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you speak or read any other languages? Yes/No <i>(If Yes please give details)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality:	National Insurance No:
Do you require a visa to work in the UK Yes <input type="checkbox"/> No <input type="checkbox"/>	When does your visa expire
How many hours are you entitled to work	

### 2. Education

*(Details below may be checked)*

Name/Address of Schools attended since age 11	Date From	Date To	Qualifications



**3. Further Education**  
*(Details below may be checked)*

Place of Education	Date		Type of Training /Qualifications
	From	To	

**4. Employment Details/History**

<b>Present or Most Recent Employer:</b>		
<b>Type of Business:</b>	<b>Job Title:</b>	
<b>Start date:</b>	<b>Leaving date:</b>	<b>Salary:</b>
<b>Address:</b>		
<b>Post code:</b>		
<b>Duties/Responsibilities:</b>		

<b>Previous Employer:</b>		
<b>Type of Business:</b>	<b>Job Title:</b>	
<b>Start date:</b>	<b>Leaving date:</b>	<b>Salary:</b>
<b>Address:</b>		
<b>Post code:</b>		
<b>Duties/Responsibilities:</b>		



<b>Previous Employer:</b>		
<b>Type of Business:</b>	<b>Job Title:</b>	
<b>Start date:</b>	<b>Leaving date:</b>	<b>Salary:</b>
<b>Address:</b>		
<b>Post code:</b>		
<b>Duties/Responsibilities:</b>		

**5. Community/Voluntary Experiences:**

Name of Organisation & Address:	Dates		Post/Title:	Duties:
	From	To		

**6. Gaps In CV**

FROM	TO	REMARKS



## 7. Additional Personal Details

**Please give more details in writing in the box below regarding any gaps in your CV. Should you find the space provided to be insufficient, please provide an attachment?**



**8. Have you ever worked with vulnerable adults or children before?**

YES

NO

**Please state in the box below the reasons why you left the above post / posts.**



## 9. General Information

<b>Interest/Hobbies:</b>	
<b>Membership held in Sports/Social Clubs, etc.:</b>	
<b>Public Duties (JP, Local Councillor, etc.):</b>	
<b>Have you ever been convicted for a criminal offence? Yes/No <i>(if so please give details)</i></b>	
<b>Membership of Professional Organisations/Unions:</b>	



**10. Professional or Academic References:**  
**(Please note you must use your most recent jobs/ or education institution.**  
**This must correspond with Sections 3 & 4)**

<b>Name:</b>	<b>Tel:</b>
<b>Address:</b>	<b>Post code:</b>
<b>Occupation / Job title:</b>	<b>Official / Organisation E-mail address</b>

<b>Name:</b>	<b>Tel:</b>
<b>Address:</b>	<b>Post code:</b>
<b>Occupation / Job title:</b>	<b>Official / Organisation E-mail address</b>

Do you have any objection to your referees/employer being contacted prior to any job offer?

Yes  No

Please give details of your next of kin, who can be contacted in an emergency

<b>Name:</b>	<b>Tel:</b>
<b>Address:</b>	<b>Post code:</b>
<b>Relationship:</b>	

I give my consent to obtain references to support this application once an offer of employment has been made and accepted and release the Company and referees from any liability caused by giving and receiving information.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Availability and Flexibility

### Understanding Flexibility and Availability – this must be completed and submitted with your application

In order to meet the needs of the people we support we need to understand what your availability is and how this will work for our service users. We need our staff to be as flexible as possible in order to best meet the needs of our Service Users.

- If you are looking for a part time contract then you need to be flexible enough to be available for at least 15 of shifts in the table below. 2 of these shifts must be during the weekend.
- If you are looking for a full time contract, we expect complete flexibility and to be able to be available for all 21 shifts in the table below.
- You will not be expected to work 7 days a week, your availability will always be taken into consideration when the rota is made.
- We would always give you plenty of notice so you would know what shifts you would be working on, Rotas are generally provided 2 weeks in advance.

Please indicate your availability by putting a in the boxes you are available for work

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8am – 3pm							
3pm – 10pm							
Waking Night / Sleepover							

Name of Candidate \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## EQUAL OPPORTUNITIES MONITORING

Hallie Care wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic or national origin, marital status, age or disability.

Under the requirements of the Race Relations Act, the employer must monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the ethnic groups to which they belong.

In order to comply with the Race Relations Act & to identify any barriers that may exist within our organisational procedures, we monitor the ethnic origin of all employees throughout the employment cycle by requesting the following information.

All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process.

a. My gender is  Female  Male

b. My age group is  16 – 19  20 – 29  30 – 39  
 40 – 49  50 – 59  60+

c. What is your ethnic group?

### WHITE

British

Irish

Other White

### MIXED

White and Black Caribbean

White and Black African

White and Asian

Other Mixed

### ASIAN

Indian

Pakistani

Bangladeshi

Other Asian

### BLACK OR BLACK BRITISH

Caribbean

African

Other

### CHINESE OR OTHER ETHNIC GROUP

Chinese

ANY OTHER ETHNIC GROUP  PLEASE SPECIFY.....