

**BANK HOUSE CARE HOMES LTD.
EMPLOYMENT APPLICATION FORM**



POSITION APPLIED FOR:
LOCATION:

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in **BLOCK CAPITALS** using **BLACK INK**)

Surname:		First Names:	
Address:			
		Postcode:	
How long have you lived at this Address.	Years	Months	

Contact Telephone No.	Date of Birth:
National Insurance No.	

Please circle YES or NO

Full Driving Licence:	YES / NO	Endorsement:	*YES / NO
*If YES, please give details, including dates.			

Are you involved in any activity which might limit your availability to work, or your working hours e.g. local government	YES / NO		
If YES, please give details			
Are you subject to any restrictions or covenants which might restrict your working activities?	YES / NO		
If YES, please give details			
Are you able to work? (please circle all that apply)	WEEKDAYS	WEEKENDS	NIGHTS
Give details of any hours which you would not wish to work:			
Have you any convictions (including any unspent convictions under the Rehabilitation of Offenders Act 1974?	YES / NO		
If YES, please give details			
Yon may be required, if offered employment, as part of your Application to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment?	YES / NO		
Have you ever worked for this company before?	YES / NO		
If YES, please give details			
Have you applied for employment with this company before?	YES / NO		
Do you need a work permit to take up employment in the UK?	YES / NO		
How much notice are you required to give to your current employer?			

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EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list any foreign languages spoken and the level of competence:

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PRESENT OR LAST EMPLOYER

Are you currently employed? YES / NO

Can we approach your current employer before an offer of employment is made? YES / NO

Name of present or last employer	
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Address	

Telephone No.	
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Nature of Business	
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Job title and a brief description of your duties	

Length of Service	From	To
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PAST EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first (If any GAPS please give details)

Name & Address of employer	Dates	Position held / Main duties	Reason for leaving

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SOURCE OF APPLICATION

How did you hear of this vacancy?

REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Name:		Name:	
Position:		Position:	
Address:		Address:	
Tel. No.		Tel. No.	

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths. (Use a separate sheet if necessary).

DISCLOSURES

Given the nature of the job applied for, in the event that I am offered the position, I understand that any offer of employment is subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service (DBS)

I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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