

Carers Choice

Support for people with learning disabilities

APPLICATION FOR EMPLOYMENT STRICTLY CONFIDENTIAL

Post Applied For: **Personal Assistant**

Please complete all sections

1 PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms, Other) _____

Surname/Family Name _____ First Names: _____

Maiden name/Previous name _____ Date of change _____

Address _____

_____ Post Code: _____

Date of Birth: _____ National Insurance Number: _____

Telephone Numbers:

Home: _____ Work: _____ Mobile: _____

E-mail address _____

Nationality at Birth _____ Nationality now (if different) _____

Do you Require a Work Permit? Yes
No

(If yes, please give details and registration number) _____

TRANSPORT DETAILS

Do you have a current driving license? Full
Provisional

Do you own/have use of a car for work? Yes No

Do you have any current endorsements? Yes No

(If yes, please give details) _____

2 EMPLOYMENT HISTORY

Present Employer

Name of employer/Company _____

Address: _____

_____ Post Code: _____

Telephone Number: _____

Type of Company: _____

Position held: _____

Date started: _____ Date Left: _____

Reasons for leaving: _____

PREVIOUS EMPLOYMENT

Please provide a complete list of ALL employers, explaining any gaps in employment history (most recent date first please).

Dates		Employer's Name and address	Position Held	Reason for leaving
From D/M/Y	To D/M/Y			

3 EDUCATION AND QUALIFICATIONS

most recent date first please

Dates		Name and address of college or university attended	Qualifications Achieved	Level of qualification	Grade
From D/M/Y	To D/M/Y				
Dates		Name and address of schools attended	Qualifications Achieved	Level of qualification	Grade
From D/M/Y	To D/M/Y				

Any Courses attended and certificates, diplomas, etc not mentioned above

4 OTHER INFORMATION

Availability - Days Mornings: _____ Times: _____

Afternoons: _____ Times: _____

Nights Evenings: _____ Times: _____

Nights: _____ Times: _____

Weekends Saturday: _____ Times: _____

Sunday: _____ Times: _____

Leisure interests _____

Any other information you think may be useful in assessing your suitability for this position?

5 STATEMENT IN SUPPORT OF YOUR APPLICATION: *Please use a separate sheet if required*

6 REFERENCES:

Give the names, addresses and telephone numbers of two referees who are familiar with your work, one of whom should be your current or most recent employer. Considerable weight is attached to the replies received and care should be taken to name persons who have knowledge of your experience, character and suitability for employment

Name of referee	Status / Position	Contact Address	Telephone Number
Dr/Mr/Mrs/Miss/Ms			
May we approach prior to interview YES/NO delete as necessary			
Dr/Mr/Mrs/Miss/Ms			
May we approach prior to interview YES/NO delete as necessary			

References WILL be taken up if YES or NO is not specified.

If employment is offered and because of the nature of the position you have applied for reports from The Criminal Records Bureau will be requested.

I hereby certify that to the best of my knowledge the information given on this application form is correct

Signature: _____

Date: _____

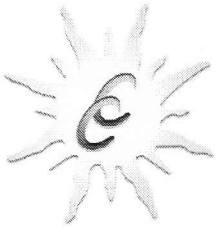
Please return to:-

Carers Choice, Gravesend SEC, Haig Gardens, Gravesend, Kent DA12 1NE

The Social Education Centre
Haig Gardens
Gravesend
Kent DA12 1NE

Telephone: 01474 536062
Fax: 01474 356983
Email: info@carerschoice.com
Registered Charity No: 1106289

Reviewed 04/10



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Gravesham
Swanley

REHABILITATION OF OFFENDERS ACT 1974 PERSONAL ASSISTANT

The nature of the work for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Carers Choice.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Have you been convicted or found guilty of any offence by any Court, even if you were only fined, placed on probation, absolutely or conditionally discharged, or bound over by a Court of Law?

YES **NO** delete as necessary.

If yes please give details of the Court, the charge and the sentence.

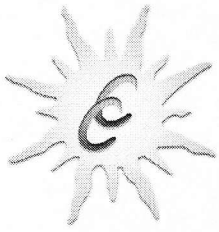
NAME (please print).....

SIGNATURE **DATE**.....

Thank you for completing this declaration.
All information will be treated in the strictest confidence.

The Social Education Centre
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SUPPLEMENTARY INFORMATION EQUAL OPPORTUNITIES IN EMPLOYMENT

We are committed to Equal Opportunities in employment and, as part of this policy, all applicants are asked to complete the details below. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, sexual orientation, race, ethnic origin, disability, nationality, trade union membership or age.

This sheet will be separated from your application and only used to monitor our Equal Opportunities Policy.

Please help us to achieve our aim by answering the following questions.

1. Application for the post of Personal Assistant

2. How would you describe your ethnic origin (tick as appropriate):

- | | | | |
|---|-----------------|---|------------------------|
| 1 | White | 6 | Pakistani |
| 2 | Black-Caribbean | 7 | Bangladeshi |
| 3 | Black-African | 8 | Chinese |
| 4 | Black-Indian | 9 | Any other ethnic Group |
| 5 | Indian | | |

3. Please tick as appropriate

Male Female

4. Are you disabled (tick as appropriate):

Yes No

5. Where did you hear of this vacancy?
(please give name of publication or broadcast)

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