

Application form

Post applied for: National Recruitment Officer

Please complete in black ink or type

Personal details – Part A

Preferred title:	First name:
Surname/family name:	
Address:	
Post code:	
E mail address:	
Tel. (home):	Tel. (work or mobile):
Do you hold a full and valid UK driving licence? Yes/No	

References

Please give names, addresses and telephone numbers of two people who can provide references for you. They **must** be your last two employers. If you aren't currently in employment please see the enclosed guidelines on completing this form. Crossroads Care reserves the right to contact other previous employers. We do not approach referees until after interview.

Present or previous employer	
Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
E mail address:	E mail address:
How is this referee known to you?	How is this referee known to you?
Do you wish to be contacted before we approach this referee? Yes/No	

Right to work in the United Kingdom

Do you have the right to work in the UK? _____

In order to comply with the Immigration, Asylum and Nationality Act 2006 we will ask you to provide documentary evidence of your right to work in the UK during the recruitment process.

Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of home care services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Write YES or NO

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview. Please see guidelines on completing the application form for further details.

Declaration

I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

Signed:

Date:

If you downloaded your application from the internet please print it off and sign.

Section A will be detached from your application. All short listing will be carried out on a completely fair basis in accordance with Equal Opportunities Legislation and Policy

Application form

Post applied for: Prevention and Enablement Support Worker

Please complete in black ink or type

Education and qualifications

Please tell us about the school/college/university you attended, starting with the most recent.

Name of school / College / university	Dates you started and finished	Qualification and grade

Are you a Carer? For family or friends?

Please give details of any caring activities/relationships.

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Training

Please tell us about any training courses you have been on that you think are relevant to this application.

Course title and content	Organisation that ran training	Date training attended

Present or most recent employment

Employer's name and address:

Dates of employment including month and year:

Post title:

Please tell us about what you did in your job:

Reason for leaving:

Notice required: **Salary:**

Past employment

Please record and include an explanation of any gaps in employment such as:
 raising a family / unemployed / travelling etc.

Employers name and address:	Dates inc. <u>month / year</u> : From To	Job title and brief description of duties:	Reason for leaving:

If you need more space please continue on a separate sheet of paper