

## JOB APPLICATION FORM

**PLEASE COMPLETE IN BLOCK CAPITALS**

Our Home operates Equal Opportunity. All information given will be treated as confidential. This form must be completed by yourself in your own handwriting. Please write legibly.

Date:	<b>TO F/UP</b>
Position applied for: <i>The Post involves both Residential Care (Dunheved Lodge and Brigstock House) and day care (Bensham Resource Centre)</i>	
Surname: First Names:	
Address:  Post Code:	
Telephone No: Mobile No:	
Email Address:	
Nationality: Ethnic Origin:	
National Insurance No:	
Name & Address of your G.P.:	

Shift System: The Home operates a 24 hour cover / shift system	
Will you be prepared to work night shifts, weekends and bank holidays including Christmas? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, comments:	
<b>We have a NO SMOKING policy at work place including electronic cigarettes</b>	

Further Education	From	To	Course Details

It is a basic requirement that all Staff have relevant qualifications e.g. NVQ / Diploma Level 2 in Health & Social Care and Care Certificate. If you do not have the above qualifications are you willing to undergo training? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Professional Qualifications and Membership of Professional Bodies / Unions:
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**EMPLOYMENT HISTORY** (Present or most recent employer first)

Name, Address & Tel. No.: (Nature of Business)	Position and Main Responsibilities	From	To	Leaving Salary	Reason for Leaving

What date can you commence?

Please give details of any holiday commitments during the next 12 months?

Give the name of any relations or friends (past or present) who worked/works for us:

Details of any relevant experience / training in support of your application and why you wish to apply for this job? (Continue on a separate sheet if required)

Do you hold a valid Driving License? Yes  No

Do you require a work permit Yes  No

*(Driving licence holders will be expected to drive the Home's vehicles)*

Details of any Driving Convictions:

Details of other Pending Convictions:

**Important:** Because of the sensitive nature of the duties and in order to protect our Service Users you are required by law that all criminal record or convictions, cautions, reprimands, final warnings and convictions or other information that has a bearing on your suitability of the post to be disclosed.

Please note that the post for which the application has been made is exempt from section 4(2) of the Rehabilitation of Offenders Act 1975.

Only relevant convictions or other information will be taken into account so your disclosing of the above need not necessarily be a bar to obtaining the position.

Give details, if any, of the above:

Do you have an Enhanced Criminal Record Certificate (Disclosure & Barring Service) – (DBS) Yes  No

If yes, give date of the last one held

**REFERENCES:**

Please give the names, addresses and telephone numbers of 3 people who may be contacted to provide references, 2 of whom **MUST** be your present or recent employers. You should not give friends or relatives as referees.

1. Present / Recent Employer: .....  
Name: .....  
Title/ capacity: .....  
Address: .....  
.....  
.....  
Post Code: ..... Telephone No.....  
Email: .....

3. Present / Recent Employer: .....  
Name: .....  
Title/ capacity: .....  
Address: .....  
.....  
.....  
Post Code: ..... Telephone No.....  
Email: .....

2. Present / Recent Employer: .....  
Name: .....  
Title/ capacity: .....  
Address: .....  
.....  
.....  
Post Code: ..... Telephone No.....  
Email: .....

I hereby declare that the information given on this form is correct and complete, and that any misleading statements may be sufficient for canceling any agreements made and employment will be terminated with immediate effect, with no recourse of notice or pay in lieu. I understand that all declarations include details of any criminal records or convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post.

Application's Signature: ..... Date .....

I declare that I am physically & mentally fit to carry out my duties for the position I am applying for.

Sign .....

**Data Protection:** Brigstock House complies with the Data Protection Principles (GDPR – General Data Protection Regulation) and will use your information for legitimate purposes and to comply with our legal obligations. Brigstock House will keep your information secure and confidential and will only share with others as required in the process of recruitment and employment. For more details, please request our "Privacy Notice".