

**CONFIDENTIAL EMPLOYMENT APPLICATION FORM**

PLEASE COMPLETE THIS FORM IN BLACK INK AND BLOCK CAPITALS

Position applied for: SUPPORT WORKER

Location: Handforth / Congleton

How did you hear of this vacancy?
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PERSONAL DETAILS:

Mr/Mrs/Miss/Ms (Please State):	Date of Birth:
Surname(s):	
Forename(s):	
National Insurance Number:	Email address:
Passport Number:	
Current Address:	Do you hold a current driving license and have access to your own transport?
Postcode:	YES/NO (Please circle)
Home Phone:	Mobile Phone:
Emergency Contact:	
Contact Number:	
Have you any holidays already booked? If so, please give dates:	

PRESENT POSITION ONLY (If not currently employed please skip this section)

Employer Name:	
Employer Address:	
Postcode:	Telephone Number:
Title of post:	Current Employer:
Date appointed:	Period of notice required:
Reason for leaving:	

EMPLOYMENT HISTORY:

Please give details of previous employment (must cover the last 5 years, including periods of unemployment and career breaks)

Dates		Employers name and address	Position held	Reason for leaving
From	To			

EDUCATION AND OTHER QUALIFICATIONS:

Please give details of educational/vocational and professional achievements (most recent first)

Dates		School/college/other educational establishments	Educational achievements/awards
From	To		

WORKING IN THE UK:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

YES/ NO (please circle)

If yes please give details:

If you are a successful applicant, would you require a work permit

REFERENCES:

Please give details of two employers to whom we may apply for references. *One must be your current employer or most recent employer. If you have been with your recent employer for less than 6 months then the next most recent employer should also be used as a referee. Please note – referees will only be contacted if you are offered the position. If you have not worked in the past 5 years, please give names of two people that we could contact (not relatives) who could provide us with a character reference or a previous employment reference where appropriate.*

Referee 1	Referee 2
Name: Job title: Company: Address:  Postcode:  Telephone number:	Name: Job title: Company: Address:  Postcode:  Telephone number:

REHABILITATION OF OFFENDERS ACT 1974

CPHS is exempt from the provisions of Section 4 of the above Act. This means that you must disclose ALL previous convictions, as an adult or a juvenile, whether spent or not including cautions and bind overs or any pending proceedings. Please note that the existence of previous conviction(s) caution(s) or bind over(s) will not automatically disbar any applicant. Each case will be carefully considered on its individual merits and dealt with under the NCC Recruitment of Ex-Offenders Policy. A copy of this Policy is available upon request from NCC .

All appointments will also be subject to a Disclosure and Barring Service check.

In view of this, please answer the following question:

Have you any previous Civil or Criminal convictions including those 'spent'?

**YES/NO (please circle)**

If yes, please give details of the offence, sentence and dates

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DECLARATION

I declare that the information provided in this application is correct to the best of my knowledge, I understand that any offer of employment will be subject to the following:

- Two satisfactory references
- CRB Disclosure check
- Evidence of the right to work in this country, in accordance with the Asylum and Immigration Act 1996.

Any false statements may be sufficient cause for rejection or, if employed, dismissal.

I also authorise Care Plus Homecare to keep and save the information on this form, and any subsequent information received relating to my application and/or employment, in accordance with the Data Protection Act 1998.

On-Line Applications:

Please note that for on-line applications you will be required to verify the application form by providing a signature if called for interview.

Applicant's Signature:.....

Date: .....

Please return to:  
Care Plus Homecare Services Ltd  
Unit 18  
The Paddock  
Handforth  
Wilmslow  
SK9 3HG