|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for: |  | **Post Number:** |  |

|  |
| --- |
| Job Application Form |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing Date: |  | **Interview Date:** |  |

|  |
| --- |
| Please complete this form fully using black ink or type. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. If you have any queries when completing this application form please call Helen 01656 667241 |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

Letters Numbers Letter

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home Telephone No:** |  | **National Insurance No:** |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Daytime Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  | |  | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | | Yes | |  | | No |  |
| **If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.** | |  | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence – if relevant to post applied for.**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |
| Are you willing to drive company vehicles in line with our insurance policy and company car procedures | Yes |  | No |  |

|  |
| --- |
| Section 2 Present Employment |
| **Present Employment** (If you are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, caring for relatives, raising family) |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment (MONTH / YEAR): |  | **Salary:** |  |

|  |  |
| --- | --- |
| Department / Section: |  |

|  |  |
| --- | --- |
| **Brief description of duties:** | |
|  | |
| Continue on a separate sheet if necessary | |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Notice: |  | **End Date (MONTH/YEAR)**  (if no longer employed)**:** |  |

|  |  |
| --- | --- |
| **Reason for leaving**  (if no longer employed)**:** |  |

|  |
| --- |
| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year. |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | End Date: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | End Date: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | End Date: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
| Continue on a separate sheet if necessary; please ensure that you have fully completed this section. | |

|  |
| --- |
| Section 4 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College or University** | **Dates attended from and to** | | **Course** | **Qualifications and grades obtained** |
|  |  | |  |  |
| **School** | **Dates attended from and to** | | **Subjects** | **Qualifications and grades obtained** |
|  |  | |  |  |
|  | | Continue on a separate sheet if necessary | | |

|  |
| --- |
| Professional, Registered or Management Qualifications |
| e.g. CQSW, NVQ 4 RMA or LMC, RMNH, RMN, RGN, DMS, CMS, MBA  Please give details: |

|  |  |
| --- | --- |
| **Professional/Registered/**  **Management Qualifications** | **Course Details (To include date qualification attained and dates of course)** |
|  |  |
| Continue on a separate sheet if necessary | |

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| --- |
| Section 5 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your  application. Include any on the job training as well as formal courses. |

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course and date completed** |
|  |  |
| Continue on a separate sheet if necessary | |

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| --- |
| Section 6 Personal Statement |
| **Abilities, skills, knowledge and experience.**  Please use this section to explain in detail how you meet the requirements of the Job Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used. |

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|  |
| Continue on a separate sheet if necessary |

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| --- |
| **Section 7 Rehabilitation of Offenders Act (1974)** |

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| --- |
| The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered "spent".  Do you have any convictions, cautions, reprimands or final warnings?  Are you aware of any current police investigation in the United Kingdom or in any other country following allegations made against you?’  This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.  In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. |

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| **Section 8 Protecting Children and Vulnerable Adults** | | | | | |
| **Enhanced Checks**  Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes |  | No |  |

|  |
| --- |
| **Section 9 Interview arrangements** |

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| --- | --- | --- | --- | --- |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

|  |
| --- |
| If yes, please give details: |
|  |

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| --- |
| **Section 10 References** |

|  |
| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. References from friends or relatives are not acceptable. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (Job title): |  | **Position (Job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | Postcode |  |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  | Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Section 11 Declaration** |  |  | | --- | | A. Relatives/Other Interests  Any candidate who directly or indirectly canvasses an employee of the Company will be disqualified from consideration for the job. The Company does not bind itself to appoint any applicant. |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Are you related to or do you have a close personal relationship with an employee(s) of Complete Care Plus Ltd? | Yes |  | No |  |  |  |  | | --- | --- | | If yes, specify name(s), position(s) and relationship(s) |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | If appointed, do you have any interests or hold any appointments that may conflict with employment by the Company in the role for which you have applied?  If yes, please detail on a separate sheet. | Yes |  | No |  |  |  | | --- | | B. Statement to be Signed by the Applicant  The Company is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. I acknowledge that Complete Care Plus Ltd is under a duty to protect the Service Users it supports and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes. **I hereby certify that:**   * **all the information given by me on this form is correct to the best of my knowledge** * **all questions relating to me have been accurately and fully answered** * **I possess all the qualifications which I claim to hold** * **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.** |  |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |  |  |  | | --- | | (NB. Candidates selected for interview will normally be notified within four weeks of receipt of application. Unfortunately, applicants who do not hear from Complete Care Plus Ltd must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.  Complete Care Plus Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.  If you are returning this form by email, you will be asked to sign your application at interview. |  |  |  | | --- | --- | | R E T U R N I N G T H I S F O R M | | |  **By Hand or Post:**  **Unit 2, 49 Main Street**  **Brackla Industrial Estate**  **Bridgend**  **CF31 1AZ** | **By E-Mail:**  [**Helen.taylor@cc-plus.co.uk**](mailto:Helen.taylor@cc-plus.co.uk)  **Enquiries:**  Tel: 01656 667241 |   **Section 12 Recruitment Monitoring Form** |

|  |
| --- |
| This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Company purely for monitoring purposes. |

|  |  |
| --- | --- |
| Application for the post of: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM. | | | | | |
| What is your Ethnic Group? | | | | | |
| Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. | | | | | |
| A. White | |  | D. Black or Black British | |  |
| White UK | |  | Black Caribbean | |  |
| Irish | |  | Black African | |  |
| White non-UK | |  | Any other Black background  (please give details): | |  |
| Any other White background  (please give details): | |  | |  |  |
|  |
| B. Mixed | |  | **E. Chinese or other ethnic group** | |  |
| White & Black Caribbean | |  | Chinese | |  |
| White & Black African | |  | Vietnamese | |  |
| White & Asian | |  | Any other ethnic background  (please give details): | |  |
| Any other Mixed background  (please give details): | |  | |  |  |
|  |
| C. Asian or Asian British | |  | **F. I do not wish to provide this information** | |  |
| Indian | |  |
| Pakistani | |  |
| Bangladeshi | |  |
| Any other Asian background  (please give details): | |  |
|  |

|  |
| --- |
| **Section 12 Recruitment Monitoring Form continued** |

|  |
| --- |
| Gender |
| Male |  | Female |  |

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| --- |
| **Disability** |
| Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself disabled? | Yes |  | No |  |

|  |
| --- |
| If yes, please give details: |
|  |

|  |
| --- |
| Age Group |
| 16-17 |  | 18-25 |  | 26-35 |  |
| 36-45 |  | 46-55 |  | 56-65 |  |
| Over 65 |  |

|  |  |
| --- | --- |
| Media | |
| Please state where you saw this post advertised | |
|  | |

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|  |  |  |
| --- | --- | --- |
| For Office Use Only: | | |
| Start Date: |  |
|  |  | |

Reviewed and updated February 2022