

Trims Gym Limited
c/o, PARKLANDS CARE HOME
New Road,
Crook,
Co. Durham
DL15 8LN



For office use only:	
Declined before Interview	
Declined after Interview	
Offer Made	
Offer Accepted	

EMPLOYMENT APPLICATION FORM

All information provided will be treated in the strictest confidence.

Please write clearly in BLOCK CAPITALS

Position applied for: Care Home	Home: Parklands	
PERSONAL DETAILS		
Surname:	First Name(s):	Mr/Mrs/Miss/Ms Other title
Address:		
		Postcode:
Telephone numbers: Home:	Work:	Mobile:
E-mail:		
Preferred hours of work / shift patterns:		
National Insurance Number:	Desired rate of pay:	
If appointed, would you be willing to vary your hours, shifts or days of duty as the needs of the Home may require through illness or absence of other Staff Members? YES / NO (Please circle appropriate response)		
Do you hold a full, UK driving licence? YES / NO If YES, do you have any endorsements / penalty points? YES / NO (If YES please give details) (Please circle appropriate response)		
The Asylum & Immigration Act 2006 makes it illegal to employ a person who is not entitled to live or work in the U.K. Are you entitled to live and work in the UK or Republic of Ireland? YES / NO If yes, do you require a work permit to live and work in the UK or Republic of Ireland? YES / NO If appointed would you be able to produce acceptable documentation to prove this? YES / NO (Please circle appropriate responses)		
(NB: Acceptable documentation includes a passport showing that you are either a British citizen or a national of an EEA country, or a passport or other document endorsed to show that you currently have the right to live and work in the UK. Acceptable documentation also		

OTHER TRAINING / COURSES

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[Please continue on a separate sheet if necessary]

EMPLOYMENT**Current or most recent post**

Employer's name, address and nature of business:	Main duties & responsibilities:
Telephone No: E-mail Address:	
Position:	
Dates: From To	Salary / Rate of pay:
Notice required by current employer / date available to commence employment:	Reasons for leaving/wanting to leave:

Previous employment (please begin with most recent and work backwards)

Please provide a **FULL C.V. with** employment history, as well as a written explanation of **ALL** gaps in employment of one month or more.

Employer's name, address and nature of business:	Position, and main duties & Responsibilities:	Reason for leaving, and final salary / rate of pay:	Dates from & to:
			<p>(Please continue on a separate sheet, if necessary)</p>

REFERENCES

Please provide details of two referees. First reference **must** be from your current employer (or most recent employer, if you are unemployed). Second reference **must** be from a previous employer (unless you have held only one job, in which case this may be an educational or character reference). If you have never held a job, educational and/or character references will be satisfactory. A character referee: must have known you well personally for at least two years; must not be related to you by birth or marriage; and must hold (currently or retired) some form of professional occupation or public office. If you are applying for any other position please (where applicable) provide referee details relating to your last period of employment of not less than three months duration that involved work with children and/or vulnerable adults.

1st Referee: Employment / Educational / Character (please circle as appropriate)

Name: Capacity in which known to you:

Job Title / Position:

Company Name: (If Applicable)
Address (including Postcode):

Phone number:
E-mail Address:

2nd Referee: Employment / Educational / Character (please circle as appropriate)

Name: Capacity in which known to you:

Job Title / Position:

Company Name: (If Applicable)
Address (including Postcode):

Phone number:
E-mail Address:

Do you have any friends/relatives in the employment of the Company, or any as a Resident in any other homes?

If yes, please provide details:-

STATEMENTS IN SUPPORT OF APPLICATION

What do you believe equips you for the position(s) you are applying for?

(Please continue on a separate sheet, if necessary)

Please provide any additional information you feel is relevant to your application:

(Please continue on a separate sheet, if necessary)

DECLARATION

I confirm that the information provided on this Application Form is, to the best of my knowledge, true and accurate. I understand that any employment offered may be immediately terminated if any of the information is found to be misleading or untrue. I agree that the Company may contact any or all of my former employers (where applicable) if necessary in order to obtain an employment reference.

Signature:.....

Date.....

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and accurate and gives a full and complete picture of my health in every respect. I understand that any offer of employment may be immediately terminated if any of the information is found to be misleading or untrue.

I am prepared to undergo medical examination if this is required.

Signature.....

Date.....

REHABILITATION OF OFFENDERS ACT

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose ALL AND ANY past or pending charges, convictions, cautions reprimands, final warnings and other non-conviction information, WHETHER SPENT OR OTHERWISE. Having a criminal record, in itself, should not necessarily prevent you from being appointed to any post, unless the offence debars you. Where it is felt that a recent or serious offence might mean that a person presents a risk to vulnerable adults then you will not be appointed. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

A Disclosure check will be sought prior to a start date, if your role requires you to come in contact with Residents. All Disclosures applied for by the Company will be Enhanced Disclosures. All posts will be applied for through Criminal Records Bureau.

- detail any spent and unspent convictions, as well as cautions;
- detail any reprimands and warnings recorded centrally by the police;
- include any non-conviction information from local police records, which a chief police officer thinks may be relevant in connection with the matter in question.
- indicate if there are no such matters on record;

Posts applied will also be subject to a Protection of Vulnerable Adults (POVA) Check as a result of Amendments made to the Care Standards Act 2000 (the Act) and as amended by the Safeguarding Vulnerable Adults Act 2006. This involves checking if you are on these lists. If you are found to be named on these lists, you will immediately be withdrawn from the recruitment process.

Please specify below details of all and any past or pending charges, convictions, cautions reprimands, final warnings and other non-conviction information whether spent or otherwise (NB: If you have no past or pending charges/convictions, please specify "None"). Please then sign and date this section.

(Please continue on a separate sheet if necessary)

DECLARATION

I confirm that the information provided on this form is, to the best of my knowledge, true and accurate. I understand that any employment offered may be immediately terminated if any of the information is found to be misleading or untrue. Because of the sensitive nature of the duties the post-holder will be expected to undertake, I understand that a Disclosure check will be sought in the event of a successful application.

Signature:.....

Date.....

It is the policy of Trims Gym Limited, c/o Parklands Care Home that all applicants will be treated equally and not discriminated against on the grounds of race, gender, sexual orientation, disability, or religious preference.