**Application Form Reference Number**

**Position – Personal Assistant/Support Worker.**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Other names: |  |

|  |  |
| --- | --- |
| Address including post code: |  |
| Contact numbers: | Home:  Work:  Mobile:  Email: |

**Asylum and Immigration Act 1996**

A document showing your national insurance number or other proof of your entitlement to work in the UK will be required. Only original documents (no copies) are acceptable.

|  |  |
| --- | --- |
| National Insurance Number: |  |

|  |  |
| --- | --- |
| Do you have a full driving licence? |  |
| Do you have a regular use of a vehicle? |  |
| Please list any endorsements: |  |

**Employment History**

|  |  |  |
| --- | --- | --- |
| Present or last employer: | Dates employed from – to: | Brief list of duties: |

**Continue on back page if necessary with explanation of breaks in employment history.**

**Please indicate your availability for work:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |
| Overnight |  |  |  |  |  |  |  |

**Education and Training**

|  |  |
| --- | --- |
| Qualifications: |  |
| Further Training: |  |

**Additional Information**

Please tell us why you applied and why you think you would be suitable for the job.

|  |
| --- |
|  |

**References:**

Please give details of two referees, one of which should be your present or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Contact Number: |  | Contact Number: |  |
| Relation to applicant: |  | Relation to applicant: |  |

No approach will be made to your present employer before an offer of employment is made to you.

**Employment History Continued:**

|  |  |  |
| --- | --- | --- |
| Present of last employer: | Dates employed from – to: | Brief list of duties: |

**Breaks in employment:**

|  |  |  |
| --- | --- | --- |
| Reason for Break: | Dates employed from – to: | Evidence – i.e. from JC+ or benefits agency: |

|  |
| --- |
| This post is exempt from S4(2) of the Rehabilitation of Offenders Act 1974. You are required to declare prosecutions or convictions, including those considered “spent” under the Act. Failure to disclose this information could result in dismissal.  Yes □ No □  If YES, please provide details of any criminal offence, order binding you over or caution or details of any current proceedings which might lead to a conviction, and order binding you over or a caution, including approximate dates, the offence and the authority and country which dealt with the offence:  I hereby declare that the information I have given about my criminal convictions is true.  Signature: Date: |

I am an equal opportunities employer and welcome applicants irrespective of sex, gender, race, colour or disability who meet the basic requirements and qualifications of the role.

If you have a disability please tell us about any facilities or adjustments needed for you to attend interview:

|  |
| --- |
|  |

Please tell us if there are any dates you would not be available for interview:

|  |
| --- |
|  |

Please read, sign and date the following declaration:

|  |
| --- |
| I confirm that to the best of my knowledge the information provided is correct. I accept that providing deliberately false information could result in my immediate dismissal.  Signature: Date: |