

# NEW FOREST QUAKER CARE HOME

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

*If you require this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format, please contact us on 01425 617656. This will in no way be detrimental to your application.*

### 1. Application Form

Position applied for

Available to start

Salary expectation

£      pa      £      per hour

### 2. Prepared to Work

Full time  Part time  Shift work  Sessional

### 3. Personal Details

First names

Last name

Address

Post Code

Telephone numbers

Private

Work

Mobile

E-mail

Do you own a car?

Yes  No

Do you have a current driving licence?

Yes  No

Provisional Yes  No

Full Yes  No

Midas Yes  No

Have you any current endorsements?

Yes  No

If yes, give details

4. Languages	
Do you speak or read a foreign language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details	<div style="border: 1px solid black; height: 60px;"></div>

5. Secondary Education	
School; name/address	Examinations (subject/result, etc)

6. Further Education and Training			
University/College	Type of course	Subjects	Qualification or class of degree

7. Occupational Qualifications	
College/Institute or other name	Qualification/Level

8. Membership of Professional Body	
Name	Level

9. Employment – We require a full employment history & explanations for any gaps.	
Present/last employer	
Address	
Post Code	
Job title	
Duties/responsibilities	
Start date & end date	
Reason for leaving	
Finishing pay	£                  pa                  £                  per hour

Other most recent employer	
Address	
Post Code	
Job Title	
Duties/responsibilities	
Start date & End date.	
Reason for leaving	
Finishing pay	£                  pa                  £                  per hour

Other most recent employer	
Address	
Post code	
Job Title	
Duties/responsibilities	
Start date & End date	
Reason for leaving	
Finishing pay	£            pa            £            per hour

**10. General**

Interests/hobbies (give details of pastimes, sports, etc)	
Offices held in social/sports clubs, etc	
Public duties (JP, local councillor, etc) undertaken	
Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(Declaration subject to the Rehabilitation of Offenders Act 1974)	
If yes, give details	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details	

**11. Permission to Work in the UK**

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are successful in your application would you require permission to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>12. Community/Volunteer Experience</b>		
Name and address of organisation	Position/title	Duties

<b>13. Personal Referees</b>	
Work reference — not members of your own family/friends	
Name	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Organisation	<input type="text"/>
Job Title	<input type="text"/>
Telephone number	<input type="text"/>
E-mail address	<input type="text"/>
Work, personal or educational	
Name	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Organisation	<input type="text"/>
Job Title	<input type="text"/>
Telephone number	<input type="text"/>
E-mail address	<input type="text"/>

**14. Additional Personal Details**

Applicants are requested to tick the relevant boxes below to enable the organisation to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

White – British	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>	Asian/Asian British – Indian	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>	Asian/Asian British – Pakistani	<input type="checkbox"/>
White – Other	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>	Asian/Asian British – Bangladeshi	<input type="checkbox"/>
		Mixed – Other	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
Black/Black British – Caribbean			<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black/Black British – African			<input type="checkbox"/>	Other	<input type="checkbox"/>
Black/Black British – Other			<input type="checkbox"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>

National Insurance number

**15. Recruitment Policy**

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information. Enhanced CRB and Certified Training verification will be required

Declaration I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

Signature

Date

**PLEASE CONTINUE FULL EMPLOYMENT HISTORY HERE:**

1.

2.

**3.**

**4.**

**5.**

**6.**

**7.**

<b>16. For Office Use Only</b>	
Starting date	<input type="text"/>
Job offered	<input type="text"/>
Pay	<input type="text"/>
Hours of work	<input type="text"/>
Department/supervisor	<input type="text"/>
Payroll number	<input type="text"/>
Recruitment source	<input type="text"/>
National Insurance number	<input type="text"/>



Proof of right to work in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detail:	
P45 or P46	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pension entry date	
Reference requested	Yes <input type="checkbox"/> No <input type="checkbox"/>
Driving licence	
Proof of qualifications	
Union membership	

	1	2	3	4	5
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments					
Signature (1)	<input type="text"/>				
Signature (2)	<input type="text"/>				

Please return your completed application form to:

New Forest Quaker Care Home  
 40-44 Barton Court Road  
 New Milton; Hampshire BH25 6NR

Telephone: 01425 617656