



JOB APPLICATION FORM

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information.

PLEASE COMPLETE FULLY, IN CAPITALS AND/OR CIRCLE YOUR ANSWER

Office Use Only

Position applied for		
How did you hear of the vacancy?		
Full-time / Part-time	Days / Nights / Mornings / Afternoons /	
Approx. no. of hours wanted	Evenings / Weekends	

I. General Information

Surname		
First Name(s)		
Previous Surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc)		
Current Address		
Email Address		
Telephone Number		
Own Transport	YES	NO
Clean current driving licence?	YES	NO
How long has your licence been held?		
Are you a British or EU National?	YES	NO
Do you require a work permit?	YES	NO
Further information:		

2. Next of Kin

Full Name	
Relationship	
Telephone Number	
Address	

3. Education

Please supply copies of certificates / membership details

School / College / University	
School / College / University	
School / College / University	

4. Training History

Please supply copies of certificates / membership details

Qualification	
Qualification	
Qualification	

5. Employment History

Current/most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

Current / Last Employer	
Address	
Nature of Business	
Dates of Employment	
Position	
Reason for Leaving	
Salary / Rate	

Previous employment starting with most recent employer

Employer Name and Address	Job Title	Dates (from – to)	Reason for leaving

6. References

You must provide references from your two most recent employers. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

Name		Name	
Position of referee		Position of referee	
Organisation/Company		Organisation/Company	
Company Address		Company Address	
Telephone		Telephone	
Email		Email	

7. Declaration

I declare that the information given on this form is correct to the best of my knowledge and that I am eligible to work in the UK. I understand that withholding, falsifying or omitting relevant information could lead to disciplinary action including dismissal.

Print Name

Date

8. Criminal Record

Have you ever been dismissed from a job or had a disciplinary action taken against you; or is such action currently pending against you? (Yes / No):

The post for which you are applying is a post which will involve access to vulnerable adults and, as a consequence, is exempt from the Rehabilitation of Offenders Act 1974, which means that you are required to notify us of any convictions/cautions that you may have received, including those which may be regarded as “spent”, but you do not have to disclose those that are regarded as “protected”. Guidance on what constitutes a “protected” conviction/caution can be found on the Disclosure and Barring Service (DBS) website. Before you start work for FeelCare you will be required to produce your current DBS certificate at the level appropriate to the role that you are applying for. You will also be required to provide your permission for FeelCare to access the DBS update service to enable on-line checks of any changes to your DBS certificate. FeelCare are committed to the DBS Code of Practice, a copy of which is available on request. Information obtained will only be taken into account if it is directly relevant to the job you are applying for. A failure to disclose any conviction, caution, reprimand or final warning which is not “protected” may result in your immediate dismissal or the withdrawal of an offer of employment. You are also required to notify FeelCare of any convictions/cautions received during your employment by submitting the details in writing to the Human Resources Department. Failure to notify of such convictions/cautions may also result in your dismissal. Please complete the schedule below with details of any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198) If you have no convictions/cautions to declare, you should write “no convictions/cautions” in the right hand column below and sign.

Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below:	

Print Name _____

Date _____

☐ I declare that the information given on this form is correct to the best of my knowledge and I understand that withholding, falsifying or omitting relevant information could lead to disciplinary action including dismissal. Please only tick the box if you agree to the above

This information will be treated as confidential and will be separated from your application on receipt and before short-listing of candidates takes place. This form may be held and processed in accordance with the Data Protection Act (1988). It will be treated in a secure and confidential manner.

9. Carer Standards

In order to guide the application process, we would like you to indicate your personal philosophy of care by completing the following statements:

I believe that the purpose of Care from a Care service is:	
If I were a Service User in The Agency I would like:	
I believe that the Service User's family and relatives would like from The Agency:	
I believe that I can support a Service User in The Agency because:	
As a member of The Agency Care team I feel valued when:	
I believe that a good relationship between me and the Service User depends on:	
I believe that I learn best when:	
I believe that a good working team is made by:	
I believe that my role in relation to the Service User is:	