

**ABBEY TOTAL CARE GROUP
JOB APPLICATION**

FORM NO: 00-1-11 WOODLANDS

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POSITION APPLIED FOR:

DATE OF APPLICATION:

Please complete this Application Form in block capitals in black or blue ink

A: PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms/other): _____ Surname: _____ Forename(s): _____

Address: _____

Postcode: _____

Telephone Home: _____ Mobile: _____

B: DRIVING RECORD

Are you a car owner? YES / NO

Current Driving Licence: PROVISIONAL / FULL / PSV / NONE

Details of current endorsements : _____

C: EDUCATION AND TRAINING

| | Dates | Qualifications gained |
|--------------------------------|----------------|-----------------------|
| 1 Schools | | |
| _____ | _____ to _____ | _____ |
| _____ | _____ to _____ | _____ |
| _____ | _____ to _____ | _____ |
| 2 Colleges/Universities | | |
| _____ | _____ to _____ | _____ |
| _____ | _____ to _____ | _____ |
| _____ | _____ to _____ | _____ |
| 3 Other training | | |
| _____ | _____ to _____ | _____ |
| _____ | _____ to _____ | _____ |
| _____ | _____ to _____ | _____ |

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D: EMPLOYMENT HISTORY

Please provide details of all employment, beginning with your present or most recent job first if you have not supplied us with a Curriculum Vitae (CV). All gaps in employment to be accounted for i.e. Travelling, unemployment.

| Dates | | Employer | Salary | Position(s) held | Reason for leaving |
|-------|----|----------|--------|------------------|--------------------|
| from | to | | | | |
| | | | | | |

E: VOLUNTARY & COMMUNITY WORK EXPERIENCE

| Dates | | Organisation | Position(s) held | Duties |
|-------|----|--------------|------------------|--------|
| from | to | | | |
| | | | | |

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F: REFERENCES

Please provide details of two referees who we may approach with regards to this Job Application. These referees must not be members of your family. One of the references must be your current employer. You must complete all parts of the contact details. We reserve the right to contact past employers.

1. Name: _____

Address: _____

Telephone Number: _____

Occupation: _____

2. Name: _____

Address: _____

Telephone Number: _____

Occupation: _____

G: JOB FLEXIBILITY

Prepared to work: FULL-TIME / PART-TIME / SHIFTS

Please note if you are in this Country on a student visa by law you cannot work more than 20 hours a week unless a letter has been issued by your college authorising you to work beyond the 20 hours.

Have you supplied a letter from the college with this application form Yes / No

If PART-TIME please indicate preferred hours: _____

Details of any other work which you will continue to undertake if you are offered this Job Position:

How much notice are you required to give at your current place of Employment _____

Please provide details of any outstanding holidays to be taken:

AVAILABLE TO TAKE UP EMPLOYMENT FROM: _____

H: LEISURE ACTIVITIES

Please provide brief details of your hobbies, sport and other leisure pastimes in which you participate:

Languages: _____ Spoken / Fluent / Written / Read

_____ Spoken / Fluent / Written / Read

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I: HEALTH & DISABILITIES

Is there anything we need to know in order to offer you a fair selection interview? For example, do you need a signer or interpreter or require an accessible interview room?

J: CRIMINAL RECORD

The provisions relating to non-disclosure of criminal convictions do not apply to the position you are applying for. You must therefore disclose any criminal convictions even if under the Rehabilitation of Offenders Act 1974 they would otherwise be regarded as spent.

Have you been convicted of a criminal offence at any time? Yes / No

If "Yes" please give details of the conviction(s) and the date(s)

K: GENERAL COMMENTS

You may wish to set out below the principal reason for your application and highlight main achievements to date and the strengths you would bring to this post. Continue on a separate sheet if necessary.

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L: DATA PROTECTION NOTIFICATION: (PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed: _____ Date: ____/____/____

M: DECLARATION BY JOB APPLICANT

THE COMPANY RESERVES THE RIGHT TO TERMINATE THE CONTRACT OF ANY PERSON, UPON SUBSEQUENT EMPLOYMENT, THAT IS FOUND TO HAVE KNOWINGLY SUPPLIED FALSE OR MISLEADING INFORMATION, OR HAS DELIBERATELY WITHHELD RELEVANT INFORMATION.

I have read and understood the information supplied to me in relation to this Job Position, and the information requested in this Job Application Form. I confirm that all information supplied by me is true and correct to the best of my beliefs.

I give the prospective employer the right to follow up all references and to make any other job-related enquiries as may be deemed necessary.

Signature: _____ Date: ____/____/____

N: ELIGIBILITY TO WORK IN THE UNITED KINGDOM

I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

or two from the following:-

- an official document bearing a national insurance number along with:-
 - a birth certificate, or
 - a letter from the Home Office, or
 - an immigration status document
- a work permit, along with:-
 - a passport, or
 - a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

Signature: _____ Date: ____/____/____