

### APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR		PLEASE ATTACH A PHOTO
FULL TIME/PART TIME NIGHTS ONLY/BANK		
HOW DID YOU HEAR ABOUT THIS VACANCY?		

### PERSONNEL INFORMATION

TITLE Mr/Mrs/Miss/Ms/Other	FORE NAMES	SURNAME
MAIDEN NAME	PREFERRED NAME	E-MAIL ADDRESS
ADDRESS	TELEPHONE NUMBERS	WORK TELEPHONE NUMBER
	Home: Mobile: Other:	May we call you at work?
DATE OF BIRTH	YOUR NATIONALITY	
NATIONAL INSURANCE NUMBER	ARE YOU A REGISTERED DISABLED PERSON?	
	Yes:	No:
PERSON TO CONTACT IN EMERGENCY		
Name: Address:	Telephone No:	
<b>REFEREES</b> (Please give two names and addresses one of which should be that of your most recent employer). We will not contact referees unless employment is offered or permission is given		
1.	2.	
Telephone No: Email:	Telephone No: Email:	

**APPLICATION FOR EMPLOYMENT**

**EDUCATION & TRAINING QUALIFICATIONS**

<b>EDUCATION/ TRAINING QUALIFICATIONS</b> Please complete in the date order. If appointed you will be required to produce evidence of your relevant qualifications.			
SCHOOL/COLLEGE UNIVERSITY/OTHER	DATES ATTENDED	QUALIFICATIONS ATTAINED	GRADES

**OTHER INFORMATION**

<b>EXPERIENCE/SKILLS AND ABILITIES – SUPPORTING STATEMENT</b> Please add any information which you feel may be relevant to your application.

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### PRESENT EMPLOYMENT

NAME & ADDRESS OF EMPLOYER	POSITION HELD	DATE APPOINTED	NOTICE REQUIRED

HAVE YOU BEEN SUBJECT TO ANY DISCIPLINARY PROCEEDINGS OR SANCTIONS	YES:	No:
<p><i>If YES please explain:</i></p>     		

### EMPLOYMENT HISTORY

<b>EMPLOYMENT HISTORY</b> (Because of the nature of the work you will be undertaking it is important for you to give a complete history from leaving school to the present day. All gaps in employment must be explained in writing). <i>If there is not enough space on the form please continue on the back of this sheet.</i>				
FROM	TO	EMPLOYER	POSITION	REASON FOR LEAVING

**APPLICATION FOR EMPLOYMENT  
ADDITIONAL INFORMATION**

PLEASE TICK BOXES AS APPROPRIATE	YES:	NO:
Do you agree to the referee being contacted before interview?		
Do you have a current / valid UK driving licence?		
Are you entitled to work in the United kingdom?		
<p><b>Please note that in accordance with the Immigration and Asylum Act we will require all new employees to produce documented evidence of their right to work in the UK.</b></p> Are you able to produce documented evidence that shows your right to work in the United Kingdom?		
Do you have any restrictions on the number of hours you can work per week in the United Kingdom?		
<p><b>Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Orders 1975. Applicants are therefore not entitled to withhold information about convictions or police cautions which for other purposes are 'spent' under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. All offers of employment will be subject to the receipt of a satisfactory DBS/POVA first disclosure and two references.</b></p> <p><b>Please give details of any convictions or police cautions (with dates):</b></p>		
Do you have any convictions, including 'spent convictions'?	YES:	NO:
<i>(If YES please give details and dates)</i>		
Do you have any cautions?	YES:	NO:
<i>(If YES please give details and dates)</i>		
Do you have any disqualification from driving?	YES:	NO:
<i>(If yes please give details and dates)</i>		

**APPLICATION FOR EMPLOYMENT  
DISABILITY**

Aspire Life Care is committed as an employer towards the recruitment and employment of applicants with a disability. If you require any assistance at interview, or to meet some of the job requirements, you can either provide details below or alternatively you can discuss this with the manager if you are successful in being shortlisted for an interview.

Please specify particular needs (if you wish):

**DECLARATION**

I understand and acknowledge that should I knowingly make a false statement regarding my medical history, or should I wilfully conceal any material fact, I will, if engaged, be liable to have my contract of service terminated.

Signed .....

Date .....

**DATA PROTECTION**

I understand that any personal information stored may be accessed from time to time by authorised inspectors from the Care Quality Commission (CQC) I give permission for these individuals to have access to my records.

Signed .....

Date .....

## APPLICATION FOR EMPLOYMENT

### HEALTH STATEMENT

DECLARATIONS (Confidential)		
Do you suffer, or have you ever suffered from recurring health problems?	YES:	NO:
<i>(If YES, please specify)</i>		
Have you ever suffered from a serious illness, nervous or mental breakdown?	YES:	NO:
<i>(If YES, please specify the nature of the problem)</i>		
Have you stayed away from work in the last year for longer than 2 weeks?	YES:	NO:
<i>(If YES, why and for how long?)</i>		
Have you experienced any recurring back or neck problems?	YES:	NO:
<i>If YES, please specify the nature of the problem)</i>		
Have you ever changed your job for health reasons?	YES:	NO:
<i>(If YES, please give full details)</i>		

## APPLICATION FOR EMPLOYMENT

### Monitoring of Recruitment- Equal Opportunities

Aspire Life Care is committed to providing equality of opportunity in its employment procedures and will consider all applicants based on their suitability for the post, irrespective of gender, age, responsibility for dependents, race, religion, ethnic origins, sexuality, or disability. Please complete this section of the form, which is entirely voluntary and will be used to monitor the effectiveness of our Equality and Diversity Policy. Please note that this form is not used as part of the recruitment and selection process.

<b>Post applied for:</b>	<b>Reference:</b>

<b>1. I define my gender as:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	<b>3. Do you have a disability?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
<b>2. What is your ethnic background:</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> European <input type="checkbox"/>	<b>4. What is your sexual/gender identity?</b> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Transgender <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
<b>Mixed</b> Mixed Caribbean <input type="checkbox"/> Mixed Black African <input type="checkbox"/> Mixed Asian <input type="checkbox"/> Other mixed background <input type="checkbox"/>	<b>5. What is your religion or belief?</b> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> None <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other religion/belief (please specify): <input type="checkbox"/>
(please specify): <b>Black or Black British</b> Black British <input type="checkbox"/> Black African <input type="checkbox"/> Other black background <input type="checkbox"/> (please specify):	<b>6. What is your age range?</b> 16 – 18 <input type="checkbox"/> 41 – 50 <input type="checkbox"/> 19 – 24 <input type="checkbox"/> 51 – 60 <input type="checkbox"/> 25 – 40 <input type="checkbox"/> Over 61 <input type="checkbox"/>
<b>Asian</b> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background <input type="checkbox"/> (please specify):	<b>7. Where did you hear about this vacancy?</b> Website <input type="checkbox"/> Job Centre <input type="checkbox"/> Newspaper/press <input type="checkbox"/> Other (please specify below) <input type="checkbox"/>
<b>Chinese or other ethnic group</b> Chinese <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	