



## APPLICATION FORM

**POSITION APPLIED FOR:** \_\_\_\_\_

**The following information will be treated in the strictest confidence. This application form must be completed in full and in the applicants on hand. CV's will not be accepted. Failure to complete the form in full may disadvantage your application.**

**PERSONAL**

(Please complete this section in BLOCK CAPITALS in black ink)

Surname:		First Name(s):	
Address:			
Tel. No:		Date of Birth:	
Full Driving Licence:	YES / NO	Endorsements:	*YES / NO
*If yes, please give full details including dates:			
Are you involved in any activity which might limit your availability to work or your working hours e.g. local government?			YES / NO
If YES please give full details:			
Are you willing to work overtime and weekends if required?			YES / NO
Please give details of any hours which you would not wish to work:			
Have you any convictions, including both spent and unspent convictions, under the Rehabilitation of Offenders Act 1974? (A copy of the Company's CRB/Disclosure Scotland Code of Practice is available upon request.)			YES / NO
If yes, please give full details under separate cover – in a sealed envelope marked private & confidential, for the attention of the Manager.			
If offered employment, you will be required to complete a Pre-employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment:			YES / NO
Have you ever worked for 1 <sup>st</sup> Choice Care Homes before?			YES / NO
If yes, please give full details:			
Have you ever applied for employment with 1 <sup>st</sup> Choice Care Homes before?			YES / NO
Do you need a work permit to take up employment in the UK?			YES / NO
How much notice are you required to give your current employer?			

**EDUCATION (Continue on a separate sheet as necessary to ensure no gaps in information)**

<b>Schools attended since age 11yrs of age</b>	<b>From</b>	<b>To</b>	<b>Examinations and Results</b>
<b>College or University</b>	<b>From</b>	<b>To</b>	<b>Courses and Results</b>
<b>Further Formal Training</b>	<b>From</b>	<b>To</b>	<b>Diploma / Qualification</b>
<b>Job related Training Courses Name of Organisation</b>	<b>Date</b>	<b>Subject</b>	
<b>Please give details of any technical or professional associations:</b>			
<b>Please list any foreign languages spoken and the level of competence:</b>			

**EMPLOYMENT DETAILS**

**PRESENT OR LAST EMPLOYER**



Are you currently employed?

YES / NO

Name of present or last employer:		
Address:		
Telephone No:		
Nature of Business:		
Job title and brief description of duties:		
Reason for leaving:		
Length of service	From:	To:

**EMPLOYMENT HISTORY**

Please give full details of **all previous employment** from the date of leaving higher education to date excluding your present or last employer, stating the most recent first. **Please continue on a separate sheet as required (Page 7). Any and all gaps in employment must be detailed in the space provided on Page 5.**

Name and address of employer	Dates	Position held / Main duties	Reason for leaving

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES** (e.g. hobbies, sport, clubs)


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**SUPPORTING STATEMENT**

Please set out below any further information to support your application, e.g. past achievements, future aspirations and personal strengths.


**DECLARATION**

Given the nature of the job I have applied for, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Criminal Records Bureau/Disclosure Scotland. I have been given a copy of the Company’s Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

<b>Signature:</b>	<b>Date:</b>
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**REFERENCES**

Please give the names of two professional people (**one of which must be your present or most recent employer**) whom we may approach for a reference.

Can we approach your current employer before an offer of employment if made? YES / NO

Name:	Name:
Position held:	Position held:
Address:	Address:
Tel. No:	Tel. No:

**SOURCE OF APPLICATION** – How did you hear of this vacancy?

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