

# Application Form for Employment as Support Worker

## Personal Details

<b>Title:</b>		<b>Forename</b>		<b>Surname</b>	
<b>Address</b>					
<b>Postcode</b>					
<b>Date of Birth:</b>					
<b>Current Driving Licence</b>	<b>Yes</b>	<b>No</b>	<b>Details of current Endorsements:</b>		

## Contact Information

<b>Home Telephone</b>	
<b>Mobile Telephone</b>	
<b>Email</b>	

## Education and Training

<b>School</b>
<b>Colleges and University's</b>
<b>Vocational Qualifications (NVQ's, Diploma's, Load Management, First Aid etc.)</b>

## Work History

Please detail every job since leaving full time education; giving explanations for any gaps in employment

From	To	Job role and brief description of responsibilities and tasks carried out	Company Address and contact details (telephone, email)	Reason for Leaving

## References

Due to the nature of the position we are required to have two references for each employee. Please provide details of two referees one of these must be your current employer.

Contact details (telephone, fax, email)	Contact details (telephone, fax, email)

## Heath Details

It is important that Complete Care Services staff are reliable and punctual; please provide information for the questions below

How many sick days have you taken in the past 2 years?

How many different periods of absence was this over?

Please give details of any other time off work in the past 2 years; including any parental leave taken in the past 12 months.

**Do you or have you in the last three years, suffered from any physical illness, disability, mental or psychiatric disorder or impairment which could affect your ability to care for those people who are subject to this application**

No

Yes (if yes please give details)

### Disability Discrimination Act 1995

**Section 1 of this Act describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.**

Using this definition, would you consider yourself to be disabled? Yes    No       

If yes, do you require any special arrangements to be made to assist you in attending an interview?  
Please provide details:

## Criminal Record

**The provisions relating to the non-disclosure of criminal convictions, including official police cautions, do not apply to the position you are applying for. You must therefore disclose any criminal convictions or cautions, under the 1975 Exemption Order Section 12 of the Rehabilitation of Offenders Act 1974.**

**Please note that due to the nature of the job we will carry out a CRB check, if you are found to have a criminal record and you do not disclose it on the application form it will seriously jeopardise your chances of securing a job with us.**

**Have you ever been cautioned or convicted of a criminal offence at any time? Please include spent sentences. If yes, please give details of the caution/s or/and conviction/s and the date/s.**

## **Disciplinary Procedures**

**Have you ever been disciplined/ dismissed or asked to resign in present or past employment? If you have please give full details.**

## **Suitability for Position**

**Please give details of why you think you are suited to the position; including any strengths you have, benefits you will bring to the company etc.**

## **Right to Work in UK**

**Note: the company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996**

Do you have the right to work in the UK? Yes  No

## Other Information

Please use the space to detail any other relevant information including your availability to work including times and days.

## Declaration

I declare that the information given on this application form is correct, and I understand that the information may be verified, where it is considered to be necessary. I also understand, that the failure to declare any relevant information or make false entry on this application form could constitute as a criminal offence and instant dismissal.

Signed:

Date:

Thank you for taking the time to fill in the application form. Please post it to your local office. Please allow up to 14 working days for us to process your application. However; if you have any questions or queries on of our office staff will be happy to help you, please use the contact details below.

**Preston: 01772 726082**

**Burnley and Pendle: 01282 425961**

**Rossendale: 01706 830411**

# Equal Opportunities Form

We strive to be an equal opportunity employer, and our policy on this important subject is contained within our Employee Handbook. Our policy is designed to ensure that none of our employees or prospective employees receives less favourable treatment as a result of their sex, disability, sexuality, marital status, colour of skin, race, creed or ethnic origin. Equally, we aim to ensure that no such employee is disadvantaged by terms and conditions of employment, which cannot be justified.

So that we can monitor the effectiveness of our policy and subsequent actions, we need to mirror the sex and ethnic origins of our employees, and to this end, we ask for your co-operation in providing the following information.

Please tick the appropriate box

<b>Sex:</b>	Male	<input type="checkbox"/>	Female:	<input type="checkbox"/>
-------------	------	--------------------------	---------	--------------------------

<b>Ethnic Origin:</b>		
White	<input type="checkbox"/>	Black-Caribbean <input type="checkbox"/>
		Black-African <input type="checkbox"/>
Black-Other	<input type="checkbox"/>	(Please specify).....
Indian	<input type="checkbox"/>	Pakistani <input type="checkbox"/>
		Bangladeshi <input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other <input type="checkbox"/>
		(Please specify) .....