

# APPLICATION FOR EMPLOYMENT

Please complete **all** fields in black or blue ink, using **block capitals**.

<b>Position applied for:</b>
<b>How did you hear of this vacancy?:</b>

## Section 1 – Personal Details

Full Name (including title and middle names):			
If you are / or have been married, please provide your maiden name and the year you married:			
Current Address:	Landline:	Mobile:	
		Email address:	
When did you move to your current address?	Please provide <b>all</b> addresses for the <b>last 5 years</b> , (including the month and year you moved in)		
Month: _____			
Year: _____			
Date of Birth:		National Insurance Number:	
Age:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
Passport Number:		Passport Issue Date:	
Do you hold a current driving licence?: Y / N		Is it clean?: Y / N	

## Section 2 – Your Availability

What is the earliest date you could start with us?:	
Do you have any holidays or planned absences already booked?:	Yes <input type="checkbox"/> - please give dates below    No <input type="checkbox"/>
Do any of your close friends or relatives already work for us?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered 'yes' please give their name(s):	
Are you interested in part-time or full-time employment?:	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Are you prepared to work shift patterns, including night shifts?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
What preference of shifts do you have?:	Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Night shift <input type="checkbox"/> No preference <input type="checkbox"/>
Do you have any commitments which may limit your working hours?:	Yes <input type="checkbox"/> - please give dates below    No <input type="checkbox"/>
Are you willing to work overtime and weekends?:	Overtime <input type="checkbox"/> Weekends <input type="checkbox"/>

### Section 3 – Asylum and Immigration

The Immigration, Asylum and National Act 2006 makes it illegal to employ a person aged 16 or over who is subject to immigration controls unless:

- That person has current and valid permission to be in the UK and that permission does not prevent him or her from taking the job in question: or
- The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the above Act is not being contravened.

<b>Are you eligible to work in the UK?:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>I confirm that I am entitled to work in the UK on the following basis:</b>		
<input type="checkbox"/> EU Citizen	<input type="checkbox"/> Permit free visa / Student Visa	<input type="checkbox"/> Right of abode in the UK
<input type="checkbox"/> Spouse of EU Citizen	<input type="checkbox"/> Other (please state):	
If entitled to permit free status or student visa please state expiry date:		
Does your visa have any restricting conditions in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please provide details:		
Do you require a Sponsorship?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Section 4 - Education and Professional Qualifications

SECONDARY EDUCATION				
Name of School	From Month/Year	To Month/Year	Subject	Grade GCSE's, 'A' Levels

FURTHER EDUCATION				
Name of College/University	From Month/Year	To Month/Year	Study/Qualification NVQ, Degree etc	Grade

OTHER STUDIES/QUALIFICATIONS				
Name of Examining Body	From Month/Year	To Month/Year	Study/Qualification	Grade

### Section 5 – Training and Development

Please give details of any training and development courses or non-qualification courses which support your application. Please include any 'on the job' training as well as formal courses.	
Title of Training Programme or Course	Duration of Course

Do you have an NVQ/QCF level 2 (or above) in Health & Social Care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed the Care Certificate (England only)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'yes' to either of the above, you must provide a Certificate or other evidence of completion.		

### Section 6 – Current / most recent Employer Details

Company Name:			
Position:			
Brief description of duties:			
Date of employment:	From:		To:
Current Salary:	£	Notice Period:	
Reason for leaving:			

## Section 7 – Employment History

We are required by law to make sure we know about all the work you have done in the past, as well as any periods you may have spent out of employment. Therefore please list your **full** employment history from when you left full time education, including any periods when you were not working, along with an explanation of what you were doing. Please use extra sheets if you need more space.

Please start with your most recent employment and work backwards.

From Month/Year	To Month/Year	Employer and location	Your job role / studies	Reason for leaving

## Section 8 – Health Conditions / Suitability for the job

Have you read and understood the job description?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
The position for which you are applying requires physical effort (including sitting, standing, carrying, walking, moving and handling people) mental effort (including dealing with emergencies and short-notice changes to work in a fast-paced environment) and possible emotional/psychological effort (including dealing with bereavement and challenging behaviour in a potentially stressful environment)	
Do you have any health conditions that would prevent you from meeting these intrinsic requirements for which we might need to make reasonable adjustments?:	Yes <input type="checkbox"/> - please provide details below No <input type="checkbox"/>
Are you prepared to undergo a medical examination prior to employment?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence?:	Yes <input type="checkbox"/> - please provide details below No <input type="checkbox"/>
To your knowledge, are you currently the subject of any criminal proceedings?:	Yes <input type="checkbox"/> - please provide details below No <input type="checkbox"/>
Have you worked for Mayfield House before?:	Yes <input type="checkbox"/> - please provide details below No <input type="checkbox"/>

## Section 9 – References

Please give contact details for two Referees who are not related to you, who we can approach for a confidential assessment of your suitability for this position. One of these **must be** your current / most recent employer. (\*if applying for a senior position, we will require 3 references).

### Reference 1

Title:	Miss/Ms/Mrs/Mr/ Other (please specify)*		
Surname:		Forename:	
Company Name:		Position:	
Address:			
		Postcode:	
Telephone:			
Email:			
Can we contact at this stage? (please tick as appropriate): <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Reference 2

Title:	Miss/Ms/Mrs/Mr/ Other (please specify)*		
Surname:		Forename:	
Company Name:		Position:	
Address:			
		Postcode:	
Telephone:			
Email:			
Can we contact at this stage? (please tick as appropriate): <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Reference 3 (\*if applicable)

Title:	Miss/Ms/Mrs/Mr/ Other (please specify)*		
Surname:		Forename:	
Company Name:		Position:	
Address:			
		Postcode:	
Telephone:			
Email:			
Can we contact at this stage? (please tick as appropriate): <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Section 10 - Declaration of Applicant

I confirm that the above information is correct.

I declare that I do not possess, nor have ever possessed a criminal conviction, whether in the UK or anywhere else in the world, nor have I have been subject to any Conditional Discharges, Bindovers or Cautions. I understand my potential employment is subject to a DBS Check (Disclosure and Barring Service) and that in the event that this declaration is found to be false, that my employment may be terminated immediately.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and / or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personal record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

**Signed** ..... **Date** .....