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IN CONFIDENCE

(PLEASE TYPE OR WRITE IN BLOCK CAPITALS USING BLACK INK)

APPLICATION FOR EMPLOYMENT

Post applied for.....Ref No:.....Closing Date:.....

PERSONAL DETAILS

| | |
|----------------------------|-----------------------|
| Surname: | Forenames: |
| Address for Correspondence | Daytime Telephone No: |
| Postcode: | Evening Telephone No: |
| | E-mail address |

EDUCATION DETAILS (eg. CSE, GCSE, DEGREE ETC)

| Level | Subject | Place of study | From | To | Grade |
|-------|---------|----------------|------|----|-------|
| | | | | | |

PROFESSIONAL TRAINING AND QUALIFICATIONS OBTAINED OR CURRENTLY BEING PURSUED.

| Qualification | Issuing Body | Place of Study | Date Awarded. |
|---------------|--------------|----------------|---------------|
| | | | |

Honours and Awards Obtained:

PROFESSIONAL REGISTRATION

| Issuing Body | Registration Number | Expiry Date | Name in which Registered |
|--------------|---------------------|-------------|--------------------------|
| | | | |

PRESENT OR MOST RECENT APPOINTMENT

| | |
|---|----------------------------|
| Name and Address of Employer including Dept name Position Held (in full): | |
| | Grade /salary: |
| | Date of Appointment: |
| | Date of Leaving: |
| Nature of Business | Period of Notice Required: |

PREVIOUS EMPLOYMENT-Most recent first

| Employer | post | Full/Part time | From | To | Reason for leaving |
|----------|------|----------------|------|----|--------------------|
| | | | | | |

PREVIOUS EMPLOYMENT –Most recent first

Please tell us why you wish to be considered for this post, highlighting your relevant skills, experience and achievements in relation to the person specification for this post.

REFERENCES (References will be contacted following interviews)

| | |
|---------------|--------------------------------------|
| 1. Name:..... | Designation:..... |
| Address:..... | is/was this your line Manager Yes/No |
| | If no state relationship..... |
| | Tel No. Fax..... |
| | E-mail |
| address..... | |
| | |
| 2. Name:..... | Designation:..... |
| Address:..... | is/was this your line Manager Yes/No |
| | If no state relationship..... |
| | Tel No. Fax..... |
| | E-mail |
| address..... | |

HEALTH

Please state the number of days sickness absence you have had in the last 24months.....

Please state the number of separate occurrence of sickness in the last 24months.....

GENERAL INFORMATION

How did you hear about this vacancy?.....
(if from an advertisement, please state which publication)

Dates Unavailable for

interview.....

Do you have a current valid driving licence?

Yes/No.....

DECLARATION

I declare that the information on this form is true and complete. I understand that any false information could lead to disciplinary action which may result in my dismissal. I also understand that the appointment will be subjected to a satisfactory medical examination and if appropriate, confirmation of statutory qualifications/registration, a police check and check under Asylum and immigration Act 1996.

Signed..... Date.....

I am Male/Female* My marital status is:
Married/single/widowed/Divorced/separated/others

Date of Birth/...../..... Do you require work permit Yes/No

Do you have a disability of which you would like us to be aware? Yes/No
(if yes, please give details of any special arrangements which will need to be made for you are short for listed for interview)

.....
.....
.....
.....
.....

- Delete as appropriate

CRIMINAL CONVICTION AND PROFESSIONAL PRACTICE DECLARATION
THIS FORM MUST BE COMPLETED IN FULL

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about conviction which for other purposes are “spent” under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to any application for positions to which order applies. If you are in doubt whether you need to disclose a prior conviction, you should declare it.

Please tick **ALL** the boxes below that apply to you:

- I do not have any convictions or cautions in UK or in any country.**
- I have not been charged with a criminal offence, whether in the UK or any other country, that is not yet spent under the Rehabilitation Offenders Act 1974**
- I have not received a police caution, final warning or reprimand.**
- I am not to the best of my knowledge the subject of any police investigation, in the UK or any other country.**
- I am not currently the subject of any investigation or proceedings by anybody having regulatory functions relating to health/social care professionals including such a body in another country.**
- I have never been disqualified from practice of a profession or required to practice it subject to specific limitations following fitness to practice proceedings by a regulatory body in the UK or in another country.**
- I have not previously been disqualified from any employment, office or other position by reason of misconduct.**
- If you have not been able to tick all the boxes above please give details below of any convictions, investigations or actions you have been subjected of.**

I understand that in the event of any discrepancy between the information given by me and that provided by the Criminal Records Bureau comes to light subsequent to my appointment, this will be discussed with me and I will have the opportunity to see the information. Any discrepancy will be treated seriously by the management of the Marula House and could result in dismissal or disciplinary action. I have also understand that a

criminal record will not automatically disbar me from employment but will be taken into consideration is assessing my suitability.

Full Name:.....

(BLOCK CAPITALS)

Employee's signature:.....**Date:**.....

Equal Opportunities Monitoring Form

In strict confidence

To help develop and implement our Equal Opportunities policy all applicants are requested to answer the following questions. The information will be used solely for monitoring purposes and treated as confidential.....

Surname:

First Names:

Job Ref:

Ethnic Origin: