

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Section 1 – Personal Details

Title: Mr / Mrs / Miss / Ms Surname: Previous surname (if applicable):	Forename(s): Middle Name(s):
Address: Post Code:	Telephone: Day: _____ Mobile: _____ Evening: _____ Email Address: _____ National Insurance No: _____

Section 2 – Employment Details

Position applied for:
How did you learn of this vacancy?
If offered this position, will you continue to work in any other capacity? If not please state 'NO'
What date will you be available to start work?

Section 3 – General Information

Do you hold a current Driving Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list any penalty points:
Are you legally allowed to work in the United Kingdom? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are not a UK citizen, please provide full details of passport and type of Visa / Residence Permit and Attach a coloured copy of passport (<i>Front & photo page</i>) <input type="checkbox"/> Attached Visa Page (<i>if required</i>) <input type="checkbox"/> Attached Please give details:

Have you ever been dismissed from any employment office or other position previously held by you? If Yes, please give details (*Information given will be treated in strictest confidence*). If you have not please state '**NO**'.

If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about **ALL** convictions / cautions / reprimands / warnings etc..., as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply. **PLEASE SEE GUIDANCE NOTES.**

Please give details of all convictions / cautions / reprimands / warnings etc... 'spent' or 'unspent'. If you have none please state '**NONE**'.

Are you aware of any current police / Safeguarding investigations in the United Kingdom or in any other country following allegations made against you? If Yes, please give details. If you are not aware, please state '**NONE**'.

Have you ever worked for this Company before? Yes No

If yes, please give details including dates. If you have not please state '**NO**'. :

Have you had any relationship with any current or past employees / customers of Hicare Ltd (*related / friends etc...*). If yes, please provide full name of the person with your relationship and their job title and dates of employment, if applicable. If you have not please state '**NO**'. :

If required, you may add additional information using A4 white paper and black ink.

Section 4 – Work History

Name & Address of Current / Last Employer: Telephone: Email Address:	Post Held: Duties / Responsibilities:
Start Date:	Leave Date:
Reason for Leaving:	Salary:
	Notice Period (<i>if applicable</i>):
Name & Address of Employer: Telephone: Email Address:	Post Held: Duties / Responsibilities:
Start Date:	Leave Date:
Reason for Leaving:	Salary:
Name & Address of Employer: Telephone: Email Address:	Post Held: Duties / Responsibilities:
Start Date:	Leave Date:
Reason for Leaving:	Salary:
Name & Address of Employer: Telephone: Email Address:	Post Held: Duties / Responsibilities:
Start Date:	Leave Date:
Reason for Leaving:	Salary:

If required, you may add additional information using A4 white paper and black ink.

Section 5 – Education

School / College / University	From	To	Qualifications (Subjects and Results)	Date Qualification awarded

Please state any other training you have attended relevant to the position you have applied for:

List your current membership of the professional body / institute to which you may belong / subscribe:

Do you speak or read a foreign language? If yes, please give details:

Section 6 – Supporting Information

Please include any skills and experience you have acquired that can support this application whether within the working environment or outside. *(If required, you may add additional information using A4 white paper and black ink.)*

Section 7 – References

Please give the details of two people who we may contact for references (*one of which must be your last or current employer*). If you do not want us to contact them unless we offer you the position, please tick the box.

Name:	Name:
Position:	Position:
Name of Company:	Name of Company:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Length of Time Known:	Length of Time Known:
Relationship:	Relationship:

Declaration

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I am employed.

I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Applicant's Signature Date / /

Please return completed application form to:

HR Department Hicare Limited 13b High View Close, Hamilton Office Park Leicester LE4 9LJ or email it to recruitment@hicare.co.uk. Tel: 0845 273 5333. Fax: (0116) 276 9703.

If you do not hear from us within 2 weeks of sending a completed application form, please consider your application may have been unsuccessful

APPLICATION FORMS – GUIDANCE NOTES

Please read the following notes to help you fill in the form correctly. The following headings correspond to some of the appropriate sections of the application form:

Employment Details: The full job title should be completed, and indicate the earliest date on which you could start work for us if the job is offered to you.

General Information: Let us know if you hold a current driving licence and also if there are any current penalty points.

Employers have a duty to check potential employees' documents to ensure they have right to work in the United Kingdom. If you are UK Citizen: you will need to provide a copy of a UK passport or Full Birth Certificate.

For other nationalities: a current passport with a valid visa or Residence permit permitting you to work in the UK will need to be produced. Original documents will be checked at the time of the interview.

Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about **ALL** convictions / cautions / reprimands / warnings etc..., as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Please give details of all convictions / cautions / reprimands / warnings etc... 'spent' or 'unspent'. If you have none please state '**NONE**'.

If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer this question but you do **NOT** need to disclose convictions / cautions / reprimands / warnings etc... which under the Rehabilitation of Offenders Act 1974 are considered as 'spent'.

Work History:

Starting with your last employer, list all employers you have worked for, providing the job title, starting / leaving dates, salary and the reason you left. If relevant include any voluntary work.

Give only a brief concise outline of your duties and responsibilities, perhaps using bullet points.

This information may be used to assess whether you meet the experience requirement for the vacancy.

List your formal qualifications, including grades where appropriate, where they were obtained and when awarded.

Please detail the organising body and the details of any training you have attended.

List your current membership of the professional body / institutes to which you may belong / subscribe.

This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted.

Supporting Information:

This section is probably the most important part of your application, as you have to make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history, refer only to the relevant parts.

In considering your experience, reflect on all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job.

Express any relevant views on the requirements specified in the job description and person specification in support of your application.

References:

Please give details of two referees including your current or most recent employer. Note references may be taken up prior to interview unless otherwise requested.