

CONFIDENTIAL APPLICATION FOR EMPLOYMENT FORM

1. Application Form	
Position applied for	<input style="width: 100%;" type="text"/>
Available to take up employment	<input style="width: 100%;" type="text" value="[Enter date]"/>
Salary required	£ pa
2. Prepared to Work	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Shift work <input type="checkbox"/> Casual <input type="checkbox"/> Home work	
3. Personal Details	
First name	<input style="width: 100%;" type="text"/>
Last name	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%; height: 60px;" type="text"/>
Telephone numbers	Private <input style="width: 100%;" type="text"/> Work <input style="width: 100%;" type="text"/> Mobile <input style="width: 100%;" type="text"/> E-mail <input style="width: 100%;" type="text"/>
Do you own a car?	Yes <input type="checkbox"/> No <input type="checkbox"/> Have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provisional Yes <input type="checkbox"/> No <input type="checkbox"/> Full Yes <input type="checkbox"/> No <input type="checkbox"/> HGV Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you any current endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details	<input style="width: 100%; height: 60px;" type="text"/>
4. Languages	
Do you speak or read a foreign language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details	<input style="width: 100%; height: 60px;" type="text"/>

5. Secondary Education			
School name/address		Examinations (subject/result, etc)	
6. Further Education and Training			
University/College	Type of course	Subjects	Qualification or class of degree
7. Occupational Qualifications			
College/Institute or other name		Qualification/Level	
8. Membership of Professional Body			
Name		Level	
9. Employment			
Present/last employer	<input type="text"/>		
Current/previous employment	Start date	<input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>		
Job title	<input type="text"/>		
Duties/responsibilities	<input type="text"/>		
Reason for leaving	<input type="text"/>		
Finishing pay	£ pa <input type="text"/>		



BANYAN

HOME CARE SERVICES

Other most recent employer	<input type="text"/>	
Previous employment	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ pa	

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Previous employment	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ pa	

10. General

Interests/hobbies (give details of pastimes, sports, etc)	<input type="text"/>
Offices held in social/sports clubs, etc	<input type="text"/>
Public duties (JP, local councillor, etc) undertaken	<input type="text"/>
Do you have any convictions, cautions reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.</p> <p>(Declaration subject to the Rehabilitation of Offenders Act 1974)</p>	
If yes, give details	<input type="text"/>
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, give details	
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11. Permission to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are successful in your application would you require permission to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

12. Community/Volunteer Experience

Name and address of organisation	Position/title	Duties

13. References

Work reference	
Name	<input style="width: 90%;" type="text"/>
Address	<input style="width: 90%; height: 50px;" type="text"/>
Organisation	<input style="width: 90%;" type="text"/>
Occupation	<input style="width: 90%;" type="text"/>
Telephone number	<input style="width: 90%;" type="text"/>
E-mail address	<input style="width: 90%;" type="text"/>
Work, personal or educational reference	
Name	<input style="width: 90%;" type="text"/>
Address	<input style="width: 90%; height: 50px;" type="text"/>
Organisation	<input style="width: 90%;" type="text"/>
Occupation	<input style="width: 90%;" type="text"/>
Telephone number	<input style="width: 90%;" type="text"/>
E-mail address	<input style="width: 90%;" type="text"/>

14. Recruitment Policy	
It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.	
I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.	
Declaration	I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.
Signature	<input type="text"/>
Date	<input type="text"/>
15. For Office Use Only	
Starting date	<input type="text"/>
Job offered	<input type="text"/>
Pay	<input type="text"/>
Hours of work	<input type="text"/>
Department/supervisor	<input type="text"/>
Payroll number	<input type="text"/>
Recruitment source	<input type="text"/>
National Insurance number	<input type="text"/>

Proof of right to work in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Detail:	<input style="width: 100%;" type="text"/>				
P45 or P46	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Pension entry date	<input style="width: 100%;" type="text"/>				
Reference requested	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Driving licence	<input style="width: 100%;" type="text"/>				
Proof of qualifications	<input style="width: 100%;" type="text"/>				
Union membership	<input style="width: 100%;" type="text"/>				
16. Interviewer's Use Only					
	1	2	3	4	5
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments					
<input style="width: 100%; height: 50px;" type="text"/>					
Signature (1)	<input style="width: 100%;" type="text"/>				
Signature (2)	<input style="width: 100%;" type="text"/>				