

# APPLICATION FORM



10 Ullswater Avenue, Crewe, CW2 8QQ

Tel: 07846377774 / 07375518833

Email: office@jjohnltd.co.uk

Website: jjohnltd.co.uk

Fill in the details in **BOLD CAPITALS**

Position Applied For:

Health Care Assistant

☐

Nurse

☐

Other

## Section 1. PERSONAL DETAILS

1.1 Title

Mr

☐

Mrs

☐

Ms

☐

Miss

☐

Other

Surname

First Name (s)

1.2 Address

	Post Code	

1.3 Date of Birth

D	D	M	M	Y	Y	Y	Y
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1.4 National Insurance Number

1.5 Telephone

1.6 Mobile

1.7 Email

1.8 Are you legally eligible for employment in the United Kingdom?

YES

NO

UNSURE

1.9 Do you have a driving licence that enables you to drive in the UK?

YES

NO

UNSURE

## Section 2. EMERGENCY CONTACT DETAILS

2.1 Name

2.2 Relationship

2.3 Address

	Post Code	

2.4 Telephone

2.5 Mobile

2.6 Email

Please use additional sheets for section 3 and 4, if required.

Section 3. EMPLOYMENT HISTORY

Name and Address of Employer	Start Dare	Finish Date	Position Held / Main Duties

Section 4. ACHIEVEMENTS: COURSES / TRAINING / AWARDS

Month / Year	Qualifications / Awards Obtained	Awarding Body

Section 5. EQUAL OPPORTUNITES MONITORING

5.1 Nationality

5.2 Ethnicity

5.3 Do you have a disability?

YES

NO

If YES, Details

5.4 Are you registered disabled?

YES

NO

If YES, Number

5.5 Do you have any other medical conditions, allergies etc. ?

YES

NO

UNSURE

If Yes or Unsure, Please give details:

## Section 6. REFERENCES

Please give names of two referees, one of which should be your current or most recent employer.

REFERENCE 1	REFERENCE 2
Name:	Name:
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Can we contact your referees before an offer of employment is made?

YES

NO

## Section 7. ADDITIONAL INFORMATION

## Section 8. DECLARATIONS

Criminal Conviction Declaration: I agree to provide details of any unspent criminal convictions that I may have in accordance with the Rehabilitation of Offenders Act 1974. (Should your application be successful, you will be required to undergo a DBS (Enhanced) check.)

Data Protection Declaration: I consent that J. John Ltd shall record, store, process and retain my information and share the same with a third party that I may enter into working relationship through J. John Ltd.

Health Declaration: I confirm that I am physically and mentally fit for the purpose of the work which I would be required to perform and agree that J. John Ltd reserves the right to require me undergo a medical examination, if required.

I confirm that all the information given by me is true. I understand that any untrue information given by me will disqualify me and J. John Ltd Care Services has the right to refuse work and terminate the service.

Signature:

Date:

Print Name:

## INSTRUCTIONS

Dear Applicant,

Thank you for your interest in J. John Ltd Care Services. We look forward to welcoming you to our team. Please complete this application in full and email to [office@jjohnltd.co.uk](mailto:office@jjohnltd.co.uk) with all supporting documents listed below. Your position is subject to successful references and enhanced Disclosure & Barring Services (DBS) checks. We accept DBS certificate registered with update services. Please download our 'DBS Application Form' to apply for a new DBS certificate.

If your position does not require previous experience, we provide all mandatory and relevant training.

Please feel free to contact us for any further assistance or information required with your application.

Best regards,

HR, J. John Ltd Care Services

## SUPPORTING DOCUMENTS - CHECK LIST

1. Photo	<input type="checkbox"/>
2. Identification Documents (Passport / Driving Licence / Nationality Card)	<input type="checkbox"/>
3. Proof of Eligibility to Work in the UK (Passport/ BRP Card / Work Permit /Visa)	<input type="checkbox"/>
4. Proof of Address (Utility Bill / Bank Statements / Letters from Government Offices)	<input type="checkbox"/>
5. NMC Nursing Registration Number (for Nurses only)	<input type="checkbox"/>
6. Copies of Qualification(s) and Training Certificate(s) dated within last 12 months, if any	<input type="checkbox"/>
7. DBS Certificate (J. John Ltd accepts DBS certificate that are valid and registered with Update Service)	<input type="checkbox"/>