

13/01

# APPLICATION FOR EMPLOYMENT

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| **URN *For office use only*** |  |

*Please type or* PRINT *in black ink*

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| **JOB DETAILS** |
| **JOB TITLE** |       |
| **JOB REFERENCE *If known*** |       |

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| **APPLICANT DETAILS** |
| **FIRST NAME** |       | **LAST NAME** |       |
| **MIDDLE INITIALS *If any*** |       | **POSTCODE** |       |
| **ADDRESS** |       |
| **CONTACT NUMBER/S** |       |
| **CONTACT EMAIL** |       |

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| **JOB-RELATED DETAILS** |
| **LANGUAGE *Please specify which language/s you can speak/read/write and indicate your level of competence*** |
|       |
| **WORKING ARRANGEMENT** ***Please indicate preference*** | FULL TIME / PART TIME / CASUAL(BANK) | **WEEKLY HOURS** ***Please state preference*** |  |
| **PVG SCHEME MEMBERSHIP NUMBER *If any*** |       |
| **FULL CURRENT DRIVING LICENCE HELD** | YES / NO | **DAILY ACCESS** **TO A VEHICLE** | YES / NO | **CURRENTLY ELIGIBLE TO WORK IN THE UK** | YES / NO |
| **EQUITY OF OPPORTUNITY *Please tell us of any adjustments that may be required to enable you to attend an interview*** |
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| **APPLICATION-RELATED DETAILS** |
| **VACANCY *How/where did you hear about this job?*** |
|       |
| **PREVIOUS RELATIONSHIP WITH TAYCARE *Have you ever worked for, or made any other job application to, or had a family member being provided services by, TayCare at Home? If yes, please provide details*** |
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| **PRESENT / MOST RECENT EMPLOYMENT** |
| **JOB TITLE** |       | **EMPLOYER NAME** |       |
| **EMPLOYER ADDRESS** |       |
| **START DATE** |       | **SALARY / WAGE** |       | **DATE LEFT or NOTICE REQUIRED** |       |
| **REASON FOR LEAVING** |       |
| **SUMMARY OF MAIN DUTIES, RESPONSIBILITIES AND ACHIEVEMENTS** |
|       |

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| **PREVIOUS EMPLOYMENT** |
| ***Please give details of any employment (including unpaid or voluntary work) over the last ten years, including an explanation for any significant gaps***  |
| **POST HELD &****DATES FROM / TO** | **EMPLOYER NAME** **& ADDRESS** | **MAIN DUTIES, RESPONSIBILITIES AND ACHIEVEMENTS** | **FINAL SALARY / WAGE RATE & REASON FOR LEAVING** |
|       |       |       |       |
| ***Please use the attached continuation sheet if necessary*** |

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| **PROFESSIONAL REGISTRATION / MEMBERSHIPS** |
| **NAME OF PROFESSIONAL BODY** | **CURRENT MEMBERSHIP GRADE** | **MEMBERSHIP NUMBER** |
|       |       |       |

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| **EDUCATION / QUALIFICATIONS** |
| ***Please give details of any relevant educational, technical or professional qualifications that you hold or are undertaking***  |
| **ESTABLISHMENT / AWARDING BODY** | **QUALIFICATION** | **GRADE ACHIEVED** | **DATE AWARDED/EXPECTED** |
|       |       |       |       |

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| **TRAINING** |
| ***Please give details of any training you have undertaken that may be relevant to this application*** |
| **PROVIDER** | **COURSE** | **CERTIFICATION *If any*** | **DATE COMPLETED** |
|       |       |       |       |

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| **REFERENCES** |
| ***Please give us details of two people who are prepared to act as referees for you. These people should not be family members and one should be your current or most recent employer. Referees will not be contacted unless you are successful at interview and give your permission prior to us contacting them.*** |
|  | **REFEREE 1** | **REFEREE 2** |
| **NAME** |       |       |
| **COMPANY & POSITION** |       |       |
| **ADDRESS REFERENCE REQUESTS TO BE SENT TO** |       |       |
| **CONTACT NUMBER/S** |       |       |
| **CONTACT EMAIL** |       |       |
| **RELATIONSHIP TO YOU** |       |       |

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| **INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| ***Please tell us how you are suited to this job and what you can bring to the role, paying particular attention to the requirements of both the Job Description and Person Specification*** |
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| **OTHER INFORMATION**  |
| ***Please tell us anything else that might be relevant to your application that is not addressed elsewhere in this application*** |
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| **CRIMINAL HISTORY** |
| ***The job you are applying for involves working with vulnerable people and is therefore exempt from the Rehabilitation of Offenders act 1974. This means that you must tell us about any spent convictions, including those that are ‘spent’ under the Act. You must also tell us of any cautions, charges and warnings, including those relating to driving offences.*** ***However, you should be aware that any information you provide will be kept confidential and will not necessarily mean that your application will be unsuccessful.*** |
| **DATE** | **OFFENCE** | **PENALTY** |
|       |       |       |
| ***Please also tell us of any pending court appearances and of any current police investigations involving you*** |
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| **DECLARATION** |
| ***By signing this application form you are:**** ***confirming the information you have provided is accurate and correct to the best of your knowledge***
* ***aware that any false information or significant omission may result in any offer of employment being withdrawn or employment being terminated***
* ***consenting to the use of the information you have provided for the purposes of recruitment, ongoing personnel and payroll management and hr monitoring, in accordance with the data protection act 1998***
* ***undertaking to notify management immediately of any changes to the details provided***
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| **SIGNATURE** |       | **DATE** |       |
| ***If you are sending your application by email, type your name instead of signing and you will be able to sign later*** |

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| **EQUAL OPPORTUNITIES MONITORING** |
| ***TayCare is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations. To help us with this, please complete our Equal Opportunities Recruitment Monitoring Form and return to us along with your application.*** |

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| **Please return the completed application, including any continuation sheets:*** **by email to** **jobs@taycareathome.co.uk**
* **by post to TayCare at Home Limited, 310 Broughty Ferry Road, Dundee DD4 7NJ**
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| **CONTINUATION SHEET** |
| ***Please use only if necessary*** |
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