

APPLICATION FOR EMPLOYMENT

Support Worker, Senior & Team Leader (Electronic Version)

For official use only Comment:	Date Received:	Short list:	Yes	No	Letter
		Ref. 1:	Received	Telephone	Acceptable
		Ref. 2:	Received	Telephone	Acceptable
	Interview Date:				
	Interviewed By:				
		Accepted:	Yes	No	Letter
	DBS Form Completed:				
	DBS Check Received:				

Please complete **all parts** of this application form. Once completed please return it to:

Once this form has been completed, please email a copy of this form back to hr@kingfieldcaregroup.co.uk or post it back to Kingfield Supported Living, The Link Building, 24a St Andrew's Road, Sheffield S11 9AL.

Post Information	
Application for the post of:	
At:	With the rate of:

Personnel Information	
Surname:	Previous Surname:
Forenames:	Title: (Mr, Mrs, etc.)
Address:	
Email:	Mobile Telephone:
Date of Birth:	National Insurance no.
Marital Status:	Are you registered disabled?

Availability for Post	
Date available:	Full Time/Part Time/Bank:
Hours Available:	
Notice required by current employer:	

Emergency Contact Details	
Name:	Relationship to applicant:
Address:	
Daytime telephone:	Evening telephone:

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Secondary School & College Education

Qualifications obtained e.g. CSE, GCSE, O Levels, GNVQ, NVQ. Full time or part time:

School	Form	To	Qualification	Subject	Grade	Date

Further Education

E.g. Schools of Nursing, University etc.:

College or Uni.	Form	To	Qualification	Subject	Grade	Date

Other Relevant Training

Please list information about any other course you have taken which may be relevant to this post:

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Please ensure that a full employment history is given from leaving school. All gaps in this history must be accounted for. Any periods of unemployment must be included.

Present or Most Recent Employment

Name & address of employer:

Position held:

Pay rate or salary:

Date of joining:

Date of leaving:

Summary of responsibilities:

Reason for leaving:

Previous Employment

From	To	Employers name & address	Type of business	Position held	Reason for leaving	Pay rate or salary

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Additional Information in Support of Application

Please use this space to describe any attributes or experiences which may be useful for this post. Please feel free to add extra sheets if necessary:

References

Please nominate two referees who can be contact if you are invited for an interview. Both referees must be previous employers, one your recent employer. If you have not had previous employment then appropriate professional references can be used such as a qualified doctor, nurse or schoolteacher.

Reference 1	Reference 2
Name:	Name:
Position:	Position:
Email address:	Email address:
Telephone:	Telephone:
Can we contact them before the interview?	Can we contact them before the interview?

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Company. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

I have read the above and have no convictions to declare.

Signed:	Date:
I have read the above and declare the following convictions:	
Signed:	Date:

Declaration

I declare that I have understood this form and the information I have given is correct.

Signed: Date: