



# APPLICATION FOR EMPLOYMENT

Please complete using black ink

Position Applying For:  Location:  Where did you hear of this vacancy?  Personal Recommendation <input type="checkbox"/> Direct Gov <input type="checkbox"/> Ivy Care Website <input type="checkbox"/> Other <input type="checkbox"/>	Applicant Reference Number   Office Use
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**1. PERSONAL DETAILS**

Mr | Miss | Mrs | Ms .....

Full Name: .....

Postal Address: .....

Post Code: .....

Telephone / Mobile No: ..... Email Address:.....

Do you need a work permit to be employed in the UK?  
 YES  (✓) | NO  (✓) (If yes, when does it expire) \_\_/\_\_/\_\_

National Insurance Number: .....

**2. EDUCATIONAL DETAILS:** (Please bring your certificates or proof of attainment to interview)

Name of Secondary School / College/ University	From	To	Examinations Taken	Date	Results

Professional Qualifications currently held:

**3. RELEVANT FURTHER COURSES/TRAINING** (Please attach any additional information on a separate sheet if required)

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4. CRIMINAL OFFENCES / CAUTIONS

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE/CAUTION: **YES** **NO**

(If yes, explain number of conviction(s), nature of offence(s), date of offence/conviction(s), sentence(s) imposed, and types of rehabilitation)

5. PRESENT EMPLOYER (or most recent employer)

Name and Address	Nature of Business
	Date of Appointment
	End Date
Telephone No.	
Job Title	Why do you wish to leave?
Notice Required	Current Pay £
Brief description of duties and responsibilities	

6. PREVIOUS EMPLOYMENT

Name and Address	Nature of Business
	Date of Appointment
	End Date
Telephone No.	
Job Title	Why do you wish to leave?
Notice Required	Pay £

Brief description of duties and responsibilities	

Please list any additional employment on a separate sheet ensuring all of the above areas are listed that you feel are relevant to the post.

7. HOBBIES AND INTERESTS

What activities and outside work interest you which may be relevant to the position you are applying?
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8. REFERENCES

Please give names and address and telephone numbers of two referees (one should be your present or most recent employer). **Personal references from friends or relatives are not acceptable.** Please note that Ivy Cottage (Ackton) Ltd reserves the right to contact any of your previous employers for references at any time. When providing the names of referees, please ensure you provide the name of the manager with appropriate authority to give references on behalf of the company.

Name:  Position held by Referee:  Organisation/Company:  Company Address:	Name:  Position held by Referee:  Organisation/Company:  Company Address:
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Post Code:  Telephone:  Email Address:  May we contact this referee if you are shortlisted? Yes <input type="checkbox"/> (✓)                      No <input type="checkbox"/> (✓)	Post Code:  Telephone:  Email Address:  May we contact this referee if you are shortlisted? Yes <input type="checkbox"/> (✓)                      No <input type="checkbox"/> (✓)
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9.            **DETAILS OF RELEVANT EXPERIENCE AND ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

An application form sometimes makes it difficult for an individual to adequately summarise a complete background. If there is any further information that you feel would further support your application, you may add any details or information you feel relevant to your application below. Please include any relevant skills, abilities, knowledge, experience and the reasons for applying for this position (if you require more space please add on to a separate sheet of paper and enclose with your application. Please remember to sign and date any additional sheets you add to this form)

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**I confirm that all the information I have provided on this application form is correct and I understand that referees will be contacted to obtain references.**

**Signature of applicant**.....

Date.....

NOTES TO HELP APPLICANTS IN COMPLETING THEIR APPLICATION FORM

Please read these notes carefully before completing your application form.  
 When you apply for a job with us, selection for interview is based on the information contained in the application form, therefore is very important that when you return the form to us it contains the information that we want and the information that you want to give us. You should have received a job definition, which list the duties you would be expected to carry out, and a person specification, which details the requirements that the recruitment panel would be seeking from you. Please read these carefully.  
 Read the application form carefully before you complete it. Read all the information that has been sent to you. This will tell you what we are looking for – skills, experience, qualifications, knowledge etc. You will need to demonstrate on your application form that you have the necessary abilities and qualities we are looking for.

The application form is divided into several sections – you must complete all of them.

In every section, if you need more space, use extra sheets of paper. If you do this, please put your name on them.  
 If you feel that you need any help or advice on completing the form, let us know.  
 If your application is successful at the interview stage, Please be aware that all candidates are required to complete a DBS declaration. This is at a cost to the candidate of £54.40 refundable after successfully completing a six month probationary period with the company. The candidate is also required as part of their terms and conditions of employment to joining the DBS Update Service at a cost of £13.00 a year which is payable by the candidate.  
 Please be aware if you hold a current driver's licence, we will only pay drivers rate if the position advertised requires a driver and or only if candidate meets our insurer's criteria with regards to their age/convictions/points etc. (will be discussed in more detail at interview)  
 Applications will not normally be acknowledged, if you have not been contacted within two weeks of returning your application, please assume you have been unsuccessful on this occasion. Your application form and details will be stored for a period no longer than six months and destroyed thereafter in compliance with the company recruitment policy and General Data Protection Regulations 2018. A copy of the company Data Protection and retention Policy can be provided on request.

FOR OFFICE USE ONLY:

CODE	REASON
1A	Candidate failed to meet all or part of the specification criteria which can be measured at the interview stage.
1B	Application withdrawn after interview
1C	Job offer refused
1D	Candidate meets specification but is less suitable than the successful candidate.
1E	Non-attendance at interview.
1F	Appointed
1G	Failed to meet the required relevant experience.
1H	Does not possess the knowledge required.
1J	Failed to satisfy the qualification requirement.
!k	Candidate cannot comply with the other job related circumstances.

Please return to: Miss Rachel Wall, Ivy Mead, Littleworth Lane, Lundwood, Barnsley S71 5RG

Ivy Cottage (Ackton) Limited  
Registered Office: Ivy Mead | Littleworth Lane | Lundwood | Barnsley | South Yorkshire | S71 5RG | Reg No: 4046728