

APPLICATION FOR EMPLOYMENT

Please complete using black ink

Trease complete osing black link							
Position Applying For:						Applicant Refere	ence Number
						Office I	Jse
Location:	0						
Where did you hear of this va							
Personal Recommendation		Direct Gov		Ivy Care Websit	te 🗆	Other	
1. PERSONAL DETAILS							
Mr Miss Mrs Ms							
Full Name:							
Postal Address:							
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	••••••		••••••		•••••		
Post Code:			••••••				
Telephone / Mobile No:			Fm	ail Address			
			LIII	ali Addiess			
Do you need a work permit to b							
YES □ (✓) NO □ (✓)	(If yes, wher	n does it expire)	_//				
National Insurance Number:							
Do you hold a valid UK Driving Li	icence? Ye	es □ (√) No □ (√)					
2. EDUCATIONAL DETA	AILS:	(Please bring	your certificat	es or proof of atto	inment to inte	erview	
Name of Secondary School	From	То	Examinat	ions Taken	Date	Result	
/ College/ University	110111	10	Examinar	IOTIS TAKOTT	Baio		<u> </u>
Professional Qualifications cur	rently heli	d:					
Troicssional Qualifications cor	TOTHIN TICK	J.					

3.	RELEVANT FURTHER COURSES/TRAINING (F	Please attach any additional information on a separate sheet if required)
	CONTROL OFFENORS / CAUTIONIS	
4.	CRIMINAL OFFENCES / CAUTIONS	
	YOU EVER BEEN CONVICTED OF A CRIMINAL OF	
		, date of offence/conviction(s), sentence(s) imposed, and types of
	litation)	
5.	PRESENT EMPLOYER (or most recent employer	*)
Na	me and Address	Nature of Business
		Date of Appointment
		End Date
Tel	ephone No.	Ena Dale
Jol	o Title	Why do you wish to leave?
No	tice Required	Current Pay £
Brie	ef description of duties and responsibilities	

Name and Address	Nature of Business
	Date of Appointment
	End Date
Telephone No.	2.00 2 0.0
Job Title	Why do you wish to leave?
Notice Required	Pay £
Brief description of duties and responsibilities	
ease list any additional employment on a separate sheet ensuring al	I ot the above areas are listed that you feel are
evant to the post.	

Ple rel

7. **HOBBIES AND INTERESTS**

What activities and outside work interest you which may be relevant to the position you ate applying?

8. REFERENCES

Date.....

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

Name:	Name:
Position held by Referee:	Position held by Referee:
Organisation/Company:	Organisation/Company:
Company Address:	Company Address:
Post Code:	Post Code:
1 631 6646.	1 631 6646.
Telephone:	Telephone:
Email Address:	Email Address:
May you a contract this refere a if you are all outlists of 2	
May we contact this referee if you are shortlisted?	May we contact this referee if you are shortlisted?
Yes □ (✓) No □ (✓)	Yes □ (✓) No □ (✓)
9. DETAILS OF RELEVANT EXPERIENCE AND ANY OTHER INF An application form sometimes makes it difficult for an indiv there is any further information that you feel would further supy you feel relevant to your application below. Please include reasons for applying for this position (if you require more space with your application. Please remember to sign and date any	idual to adequately summarise a complete background. If port your application, you may add any details or information any relevant skills, abilities, knowledge, experience and the ce please add on to a separate sheet of paper and enclose
confirm that all the information I have provided on this application for obtain references.	rm is correct and I understand that referees will be contacted to
Signature of applicant	

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 £52 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 drivers licence, we will only pay drivers rate if the candidate meets our insurer's criteria with regards age/convictions/points etc. (will be discussed 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.

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.
IJ	Failed to satisfy the qualification requirement.
!k	Candidate cannot comply with the other job related circumstances.

Please return to: Kate Richardson, 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