

Application for Employment

Position Applying For:

Name of Service:

Where did you hear about this vacancy?

Personal Recommendation Direct Gov Ivy Care Website Indeed

Do you have any relatives or friends currently employed by Ivy Care?

1. PERSONAL DETAILS

Mr Miss Mrs Ms Other

Surname: Middle Name: Forename:

Address:

Post Code:

Telephone: Mobile: Email Address:

National Insurance Number: | | | |

Do you have / require a work permit to be employed in the UK? Yes / No

If you currently have a work permit, when does it expire?

Do you have a live DBS registered on the update service? Yes / No

2. EDUCATION DETAILS

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

3. PROFESSIONAL QUALIFICATIONS

Please list any NVQ, Diplomas, Degrees etc.

Qualification Title	Date Achieved	Qualification Title	Date Achieved

4. RELEVANT TRAINING COURSES / TRAINING COMPLETED

Please list relevant training courses you have completed i.e. First Aid, Manual Handling, Safeguarding Adults

Training Course / Title	Training Course / Title

5. 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 any rehabilitation)

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6. PRESENT EMPLOYER (or most recent)

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

7. PREVIOUS EMPLOYMENT (In date order)

(Please list your entire employment history from leaving school)

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

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

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

8. Breaks in Employment

Please list below any periods since leaving school you have not had employment. This could include: attending full-time College or University, full-time parenting etc. (please note: these breaks in employment MUST flow with the periods of employment)

Date From	Date To	Reason for not being in employment

9. REFFERENCES

Please provide names, addresses and contact telephone numbers of two referees (one should be your current employer 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.

Current or most recent employer (this is required)	Employer / Character (this is required)
Name: Position held by Referee: Organisation/Company: Company Address: Post Code: Telephone: Email Address: May we contact this referee if you are shortlisted? Yes <input type="checkbox"/> / No <input type="checkbox"/>	Name: Position held by Referee: Organisation/Company: Company Address: Post Code: Telephone: Email Address: May we contact this referee if you are shortlisted? Yes <input type="checkbox"/> / No <input type="checkbox"/>

10. HOBBIES AND INTERESTS

Do you have any hobbies or interests that you feel may be relevant to the position?

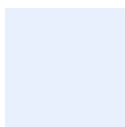
11. DETAILS OF RELEVANT EXPERIENCE AND ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

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.

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:

(if you are completing this form electronically, please type your name in the box)



Electronic Signature:

(if you have a picture with your signature, please add it by clicking on the box above)

Date:

PLEASE READ CAREFULLY

Now you have completed your application form. Please spend a short time reviewing it before saving it to your desktop or tablet.

Please check:

- All sections of the form are fully completed
- You have listed ALL of the periods you were in employment and not in employment
- You have listed 2 persons (1 being your current or most recent employer) we can contact for references

You have two options on how you can forward the completed form to us:

1. Attach it to an email and send it to: rossevans@ivycarehomes.co.uk
2. Print the completed form and return it to: **Mr Ross Evans, Ivy Mead, Littleworth Lane, Lundwood, Barnsley, S71 5RG**

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 £50.40 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.

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

