

Accedo Care Application Form

- 1) It is important that you read the enclosed information before completing this form as it provides advice and guidance on how to answer the required sections.
- 2) Curriculum Vitae are **not** acceptable unless otherwise stated.

If someone who currently works for us has referred you, please write their name below:

Name of referrer:

Section 1 Personal details

Title: Last Name:

First Names:

Address:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

E-mail address:

Are you eligible to work in the UK?

Yes

No

Do you hold a full UK driving licence?

Yes

No

If yes, Do you have any points or convictions etc? :

Section 2 Present or most recent employer

Name and Address

Date Appointed:

Job Title:

Earnings P.A:

Notice Required:

Reason for leaving:

Section 3 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?

Yes

No

Have you any prosecutions pending?

Yes

No

If yes to either, please provide the details below:

Date:	Court:	Details of Offence:	Sentence:

Section 4 Education

Date From	Date To	Name of School	Examinations taken and Qualifications Gained (Specify Grades)

Section 5 Skills and Abilities

Please describe the qualities that you can bring to the job applied for. *Please continue on a separate sheet if necessary.*

Section 6 Knowledge and Experience

Gained through either paid work, voluntary work or life experience.

Section 7 Employment Record

Please list chronologically, starting with current or last employer (FULL employment history).

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving

Section 8 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Name:	<input type="text"/>	
Their Position (job title):	<input type="text"/>	
Work Relationship:	<input type="text"/>	
Organisation:	<input type="text"/>	
Dates Employed:	From: <input type="text"/>	To: <input type="text"/>
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	
Telephone N ^o :	<input type="text"/>	
E-mail:	<input type="text"/>	

Reference 2

Name:	<input type="text"/>	
Their Position (job title):	<input type="text"/>	
Work Relationship:	<input type="text"/>	
Organisation:	<input type="text"/>	
Dates Employed:	From: <input type="text"/>	To: <input type="text"/>
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	
Telephone N ^o :	<input type="text"/>	
E-mail:	<input type="text"/>	

Section 9 Declaration

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:

Date:

Section 10 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

F. I do not wish to provide this information

Section 10 Recruitment Monitoring Form continued

Gender

Male

Female

Other

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Media

Please state where you saw this post advertised