

AVAILABILITY

Full time Part time Weekly no of hrs _____ Every Weekend Every Other Weekend

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00 – 11:00							
11:00 – 15:00							
15:00 – 17:30							
17:30 – 22:00							

Please tick appropriate boxes

Any other requests:

Any pre booked holidays/time off:

REFERENCES

Please provide details of two referees, which must be your present and previous employer. If you have not had two employers you may give details of someone who knows you well, although not a member of your family. If you have recently finished or are still in full or part time education, please give details of a tutor. It is important that you state a contact name, full postal address and at least one contact number, as incomplete details may delay your application. Please note that in addition to your two referees, we reserve the right to contact any of your previous employers for the purpose of verifying your employment record, if we think this necessary.

Reference 1

Full Name	Relationship
Company	Phone No ()
Address	

Reference 2

Full Name	Relationship
Company	Phone No ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone No ()	
Address		Supervisor	
Job Title	Starting Salary	£	Final Salary £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone No ()	
Address		Supervisor	
Job Title	Starting Salary	£	Final Salary £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone No ()	
Address		Supervisor	
Job Title	Starting Salary	£	Final Salary £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please provide an explanation for any gaps in employment:			

HEALTH DECLARATION

If the answer is YES to any of the questions in this section, please give full details in the space provided of the dates/duration and outcome of the illness or condition. If we have any concerns about your fitness for work, employment will be subject to satisfactory medical reports.

Have you ever had:	Yes	No	Additional information to 'Yes' responses
Tuberculosis, asthma, bronchitis or chest problems?			
Chest pain, heart condition or raised blood pressure?			
Blackouts, fits or attacks of giddiness?			
Depression, mental illness or nervous breakdown?			
Rheumatism or arthritis?			
Back trouble?			
Typhoid, paratyphoid or other gland trouble?			
Digestive or bowel disease?			
Diabetes, thyroid or other gland trouble?			
Bladder or kidney trouble?			
Dermatitis or skin trouble?			
Varicose veins?			
Any other accident, operation or illness?			
Have you any reason to believe you may be infected with any communicable disease?			
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?			
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?			
Any physical impairments, including defect of sight or hearing? If yes, please specify any special needs in relation to your disability.			

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

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 Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to submit to a Criminal Records Bureau check. Any standard or enhanced disclosure made by the CRB/SCRO will remain strictly confidential.

Policy Statement: People with criminal records applying for jobs will be treated according to their merits and to any special criteria of the post (eg caring for children and vulnerable adults, which debars some in this category).

Questions are asked at shortlisting stage about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the organization. Having a criminal record, in itself, will not necessarily prevent a person from being appointed to any post, unless the offence debars the person. Where it is felt, however, that a recent or serious offence might mean that a person presents a risk to children or vulnerable adults then that person will not be appointed. Discrimination either in favour of or against those persons currently in employment who have disclosed their criminal record is not permissible (unless the offence debars them). All information is kept strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES / NO (delete as required)

If YES, please give details

DISCLAIMER AND SIGNATURE

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that the information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a standard or enhanced (as appropriate) disclosure. I also agree that the company may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.
4. I confirm that I give my explicit consent for Sophisticare Ltd to process personal, sensitive data included within this form.

Signature

Date

Reviewed : 20th October 2006 by Asa Hills