

# Confidential Application For Employment



## Confidential Application For Employment:

Personal Details	
Surname:	Date of Birth:
First Names:	Address:
Previous Surname:	
Home Telephone:	
Mobile:	
Work:	
E-mail:	Availability:
Nat. Ins. No:	Bank Details:
Next of Kin:	Name of Bank:
	Account No: Sort Code:

Qualifications			
Secondary education, further education, vocational and professional qualifications (including PIN/Registration number if applicable, together with expiry date). Please continue on separate sheet if necessary.			
Subject:	Grade:	Awarding/Examining Body:	Year:

Training Courses		
Subject:	Where Attended:	Year:

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### Current Employment

Name/Address of Employer	Post Held/Grade:	Reason For Leaving
Date Employment Commenced:	Pay Scale:	Period of Notice (if applicable)

### Previous Employment over past 10 years (please explain any gaps)

Employer:	From-To:	Post held/Grade:	Reason for leaving:

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## Additional Information

Please provide an explanation as to why you think you would be a suitable candidate for a career in the Care Industry.

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## Rehabilitation of Offenders

The policy of Proper Care (Cornwall) Ltd is that previous convictions and/or cautions are not an automatic bar to employment. However, the current law (Section 42 Rehabilitation of Offenders Act 1974 (Exemption Order) 1975) obliges us to conduct a Criminal Records Bureau (C.R.B) check, as you may be required to work with vulnerable people. Your honesty at this time will enable us to discuss with you how any record you may have, might effect your employment with Proper care (Cornwall Ltd).

Have you ever been charged or convicted of any criminal offence, been bound over, been issued with a police caution, final warning or reprimand, or are subject to any pending criminal proceedings in the UK or in another country? **Yes/No**

If you have answered yes to the question above please give full details below:

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## References

Please give names, full addresses (including E-mail where appropriate) and telephone numbers of two references. One must be from your current employer, if currently employed, or from your most recent employer. References will be required and checked thoroughly before any offer of employment is made.

Name/Address of Employer	Post Held/Grade:	Reason For Leaving
Date Employment Commenced:	Pay Scale:	Period of Notice (if applicable)

Do you hold a current full Driving License  
**Yes/No** (please delete as appropriate)

Is there any disability, under the Disability Discrimination Act 1995, you would like us to take into consideration in relation to this post? **Yes/No** (please delete as appropriate). If you answered yes, please give details below.

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## Declaration

I hereby declare that the details I have given are to the best of my knowledge, true. I know of no reasons that could prevent me from undertaking the duties of the post for which I am applying. I understand that any information supplied by me at this stage, which is found to be a misrepresentation, could lead to my dismissal. I consent to Proper Care (Cornwall) Ltd using any personal information contained in this application form pursuant to the Data Protection Act 1998 for the purposes of personnel administration. The data will also be used to produce depersonalized statistics in connection with Equal Opportunities and recruitment monitoring.

**Signed:**

**Date:**