

APPLICATION FOR EMPLOYMENT

This form will need to be photocopied. Please return your completed form to mail@homemakersw.org.uk

Please read the guidance notes, job description and person specification before completing this form. Short listing for interview will be carried out solely based on information provided on this application form. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point/criterion on the person specification.

Position applied for: Closing date:

Where did you see this post advertised? …………………………………...…….……………………

Date available to take up employment .......................................................……………………..

Are you eligible for work in the UK Yes / No

#### PERSONAL DETAILS

Title . ………….. Surname: …………………………………………..……...…………

First Names: …………………………………………………………………………….…………………

Date of Birth: ………………………………………………………………………………………………

Address:………………………………………………………………………………………………………

……………………………………………………………………………………………………....…………

…………………………………………………………………………… Post Code ……………...……

Contact Telephone no.: .........................................................................

May we contact you on this number during work hours? Yes / No

Email address: ..................................................................................................................................

**For Homemaker Use Only**:

Applicant Ref No



EMPLOYMENT HISTORY

Please include your current/previous employment (including job training schemes), voluntary work. Community activities, school/college placements, time caring for dependants etc. Please put in date order, starting with your most recent. Continue on a separate sheet if necessary

*Current Salary:* …………………….

**Please account for any gaps in your work record**.

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| --- | --- | --- | --- |
| Employer’s Name & Address | Position | Dates of employment | Reason for Leaving |
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###### REFEREES

It is the policy of Homemaker to obtain references covering a three-year period, prior to confirming an appointment. Please give the name of two people to whom we could apply for a reference. One should be your current or most recent employer; usually your Line Manager.

Where possible we like to contact referees prior to interview. May these referees be contacted prior to interview? Yes/No

**1.**

Name ……………………………………………………………………………………….…………….

Email Address and daytime telephone number………………………………………………………………

………………………………………………………………………………………………………………

How long have they known you, and in what capacity? ………………………………………………

**2.**

Name …………………………………………………..………………………………………………….

Email Address and daytime telephone number………………………………………………………………

………………………………………………………………………………………………………………

How long have they known you, and in what capacity?……………………………………

EDUCATION

**Please list any education that you have undertaken. Please write most recent first.**

Secondary School/College/University Dates Qualifications/ Achievements

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###### ADDITIONAL RELEVANT QUALIFICATIONS/TRAINING COURSES ATTENDED

###### Please list any education and/or training, particularly job-related training (including short courses) that you have undertaken. Please write most recent first:

Dates Course Title

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###### RELEVANT TECHNICAL OR PROFESSIONAL MEMBERSHIP

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**SUPPORTING INFORMATION**

In this section we would like you to give specific information in support of your application: taking **each point** of the person specification, please describe how your skills, knowledge, abilities and personal qualities meet the criteria and requirements of the post.

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| --- |
| **ADDITIONAL INFORMATION**  Do you hold a current full UK driving licence? **Yes/No** |
| Have you ever been involved in proceedings against you in either a civil or criminal court?  **Yes/No** |
| If **Yes**, please give details below and please include those offences which are not yet “spent” or have not expired (as per the Rehabilitation of Offenders Act 1974 for applicants within the UK):      *\*(Please note that for casework positions, exemptions for ‘spent’ convictions are not permissible, under the provisions of the Rehabilitation of Offenders Act 1974)* |
| Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? **Yes/No** |

The information contained within this form will be held and processed in a computerised or manual filing system in line with the provisions of the GDPR (General Data Protection Regulation). More information on the data we collect and hold as part out recruitment process is contained in Homemaker Southwest’s Job Applicant Privacy Notice.

I declare the information given on this form is true and correct to the best of my  
knowledge and can be treated as part of any subsequent Contract of Employment. I understand that I may be liable to dismissal without notice if the information is subsequently found to be untrue or deliberately misleading.

**I understand that if successful, I will be subject to a check through the Disclosure and Barring Service**

**Signed …………………………………………………………… Date ……………………………….**