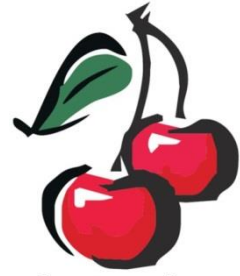


CONFIDENTIAL
Application for Employment



The Northam
Care Trust

It is important that this form is completed accurately.
The Northam Care Trust is unable to interview an applicant
prior to this form being completed.

Application for the post of:

Where did you first hear of this position:

PERSONAL DETAILS

Title

First name(s)

Family name

Have you ever been known by any other names? If so, please give details _____

Address (home)

Postcode

Date of Birth (optional)

Tel. (Home) (Mobile) (Work)

Email address

May we contact you at work?

Do you hold a full UK driving licence?

If YES, how long have you held this?

If YES, do you have any endorsements / penalty points?

(If YES, please give details)

Do you have the use of a car?

The Asylum and Immigration Act 1996 makes it illegal to employ a person who is not
entitled to live or work in the UK.

Are you entitled to live and work in the UK?

GENERAL AND FURTHER EDUCATION (SUBJECTS STUDIED)

e.g. school/college/university/adult education/VQ/assessors etc

(please begin with the most recent and work backwards - continue on a separate sheet if necessary)

General and Further Education Subjects studied	Qualifications and year obtained

Please give details of any training courses attended (with dates) which are relevant to your application: (please continue on a separate sheet if necessary)

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Please give further details as necessary:

Professional Qualifications	Professional Bodies of which you are a member (with membership level)

EMPLOYMENT HISTORY

Please give details of all the jobs you have held over the last 10 years, including any jobs you currently hold. Please account for the last three years fully giving the dates of any periods of over 1 month when you were unavailable for work, or were undertaking voluntary work.

Current or most recent job

Employer's name, address and nature of business:	Main duties and responsibilities:
Telephone no:	
Position:	
Dates: From - To -	Salary/Rate of Pay:
Notice required by current employer/date available to commence employment:	Reasons for leaving/wanting to leave:

Previous employment

(please begin with the most recent and work backwards - continue on a separate sheet if necessary)

Employer's name, address and nature of business:	Position, and main duties and responsibilities:	Reason for leaving, and final salary/rate of pay:	Dates from and to:

MEETING THE PERSON SPECIFICATION

Please detail below any further information you wish to give in support of your application. Show how you meet the criteria laid down in the Person Specification for this job and give any other information that you think is relevant.
(Continue on a separate sheet if necessary).

If called to interview please bring evidence of the following:

- Principal qualifications (details will be checked)

Please note that, should we wish to pursue your application, it will be necessary to produce proofs of identity and address at a later date in order that a DBS check can be sought.

REFERENCES

All offers of employment are subject to receipt of satisfactory written references. Please provide details of two referees, one of whom must be your present or most recent employer, or an academic referee if more appropriate. It may also be necessary to contact any of your previous employers for a reference. The second will preferably be a previous employer or if your previous employer no longer exists, or if there are breaks in your employment over the last three years, please give the name of a responsible person (someone who holds a professional qualification or position in public office) to act as a personal referee. Your personal referee must not be related to you and must have known you for at least three years.

	Referee 1 (current/most recent employer)	Referee 2
Name		
Job Title		
Company Name		
Address		
Telephone no.		
Email address:		
Capacity in which known to you		

May we contact your references prior to a job offer? Ref.1 Ref.2

DECLARATION

I understand that if I have deliberately used misleading information to gain employment within The Northam Care Trust, then I may be instantly dismissed at a later date. The information contained in this application form is, to the best of my knowledge, correct, and gives an accurate representation of my application and employment history. I authorise The Northam Care Trust to process this application in line with the Data Protection Act 1998.

Signed Date

PLEASE RETURN THIS FORM TO:

The Northam Care Trust
Rose Hill
Heywood Road
Northam
EX39 3PG

Registered Charity No. 1081784

Company Registration No. 4010653

DECLARATION STATEMENT



Rehabilitation of Offenders Act 1974

The Northam Care Trust will undertake an enhanced DBS check on all its employees and volunteers.

Applicants are not entitled to withhold information about convictions, cautions / reprimands / warnings which for any other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal.

Any information given will be confidential and will be considered only in relation to an application for positions to which the Order applies. Therefore, please state below, any convictions, and cautions / reprimands / warnings spent or otherwise. Please note that not all criminal offences will preclude you from this post.

Have you been convicted of a criminal offence, cautioned, or are currently the subject of any police investigations, which might lead to a conviction, or a caution in the UK or any other country?

If **YES**, please provide details of the criminal offence, including approximate date, the offence, and the authority and country, which dealt with the offence.

Date of conviction/s	Brief explanation of conviction/s e.g. Theft	Received: sentence, suspended sentence, fine, community service etc.
Date of cautions /reprimands/ warnings	Brief explanation of cautions/reprimands/warning/s e.g. Theft	Received: sentence, suspended sentence, fine, community service etc.

(Please tick appropriate box)

- **I have declared** all my convictions, cautions/reprimands/warnings above
- **I do not have any** previous/pending convictions, cautions / reprimands / warning/s

Declaration

I understand that if I am offered employment, it is on condition that any future convictions or cautions for a criminal offence be notified to my manager immediately. Each case would be taken on its merits and suspension or dismissal would not automatically follow. Failure to disclose, however, may result in dismissal.

I hereby declare that the information give here is true. Fabrication of any other information may also lead to dismissal at a future date.

Name

Date