

Form Name	APPLICATION FORM	V8.17
Reference No.	HRF4	



Please use either blue or black ink or type to complete this application form. Once completed, please return via post to **Cedar Care, 20 Richmond Hill, Clifton, Bristol, BS8 1BA**, via email to jobs@cedarcarehomes.com, or, if already **arranged for an interview**, please bring it along with your required ORIGINAL documents.

- Please Note**
- The information requested within this Application is essential. Please ensure that you complete ALL of the sections as FULLY as possible.
 - Should you require any information or advice on completing the form, please contact the HR department on 0117 9467216, or we can assist in during the interview.
 - Please note that we require to see ORIGINAL of all the documents during the interview to verify the information you provide.
 - Please see Pg. 12 for the checklist of documents required.

For office notes only

PART A: GENERAL INFORMATION

To assist us in our recruitment process, we would like you to complete the following table of information as accurately as possible:

Surname / Family Name		Title			
Forenames(s)					
Post applied for					
Date		Delete as appropriate	Full time	Part time	Bank
How did you become aware of this vacancy?					
If you were informed by a friend, please state their Name and Home where they work					
Any other roles you would consider					

PART B: PERSONAL DETAILS

Please tell us about you:

Current Address		Post code	
Alternative contact telephone number			
Alternative contact mobile number			
Email address			
Do you have a UK valid, full and current driving licence?	Yes	No	
Do you have the use of a car?	Yes	No	
Nationality			
If not a UK citizen, what is your status in the UK i.e. type of VISA and validity Please attach a copy of your documents – work permit, passport, endorsement, etc.			
Type of VISA		Date valid from	
		Date valid to	

PART C: EDUCATION HISTORY

Please provide the most recent education/ training programme first:

C1: SECONDARY, FURTHER AND HIGHER EDUCATION / VOCATIONAL TRAINING AND QUALIFICATIONS			
Start Date	End Date	Name of School /College/ University attended	Name/ level/ grade or qualifications obtained

Please provide the most recent qualification first:

C2: OTHER QUALIFICATIONS/ COURSES THAT MAY SUPPORT THE APPLICATION			
Start Date	End Date	Name of School /College/ University attended	Name/ level/ grade or qualifications obtained

We are interested to know all Professional Memberships and Registrations that you have regardless of apparent relevance:

C3: PROFESSIONAL MEMBERSHIP/ REGISTRATION			
Name of Professional body	Category of Membership	Membership/ Reference No.	Validity Date

PART D: WORK HISTORY & REFERENCES

In addition to submitting your curriculum vitae (CV) with this application, please provide details of your current and previous employment below.

For Legal Compliance reasons, we will need to obtain references from your most recent employers. This is a MANDATORY requirement and you MUST therefore provide the information where it is stated as MANDATORY. We will not be able to consider your application without this information.

If this is your first employment and you are just starting after the completion of your education, please proceed to section D4 on Pg. 08.

Please start with most recent previous employment first.

D1: Your Current or Most Recent Employer – This information is MANDATORY:			
Company Name			
Address			
Type of business		Position held	
Start date		Leaving date (if applicable)	
What is your salary?			
What length of notice are you required to give?			
Brief description of main duties and responsibilities			
Reason for leaving / seeking to leave			
We will need to contact this person for a reference. Do you agree to this?	Yes	No	
If “No” please provide reasons below			
May we contact the referee prior to your interview?	Yes	No	
Referee Name		Referee Job Title	
Telephone		Fax	
Email address			

If you have worked for the company detailed in section D1 for over 5 years, you may nominate a Supervisor from the same company to provide a professional reference in the first part of section D2 below.

D2: Recent Previous Employers – This information is MANDATORY:			
Company Name			
Address			
Type of business		Position held	
Start Date		Leaving Date	
Reason for leaving			
We will need to contact this person for a reference. Do you agree to this?		Yes	No
If “No” please provide reasons below			
May we contact the referee prior to your interview?		Yes	No
Referee Name		Referee Job Title	
Telephone		Fax	
Email address			
Company Name			
Address			
Type of business		Position held	
Start Date		Leaving Date	
Reason for leaving			
We may need to contact this person for a reference. Do you agree to this?		Yes	No
If “No” please provide reasons below			
May we contact the referee prior to your interview?		Yes	No
Referee Name		Referee Job Title	
Telephone		Fax	
Email address			

Please provide the details of your employment preceding the above mentioned spanning back to the beginning of your working career, in descending date order in the following section D3 provided below. The provision of **Referees** for these employers is **OPTIONAL**.

The following section **MUST** be completed even if you are submitting a copy of your curriculum vitae (CV). Please use a continuation sheet if necessary.

D3: Further Employment History			
Company Name		Job Title	
Start Date		Leaving Date	
Reason for leaving			
May we contact this referee prior to interview, without contacting you first?			Yes No
Referee name		Referee Job Title	
Telephone		Fax	
Email address			
Company Name		Job Title	
Start Date		Leaving Date	
Reason for leaving			
May we contact this referee prior to interview, without contacting you first?			Yes No
Referee Name		Referee Job Title	
Telephone		Fax	
Email address			
Company Name		Job Title	
Start Date		Leaving Date	
Reason for leaving			
May we contact this referee prior to interview, without contacting you first?			Yes No
Referee Name		Referee Job Title	
Telephone		Fax	
Email address			

Company Name		Job Title	
Start Date		Leaving Date	
Reason for leaving			
May we contact this referee prior to interview, without contacting you first?			Yes
			No
Referee Name		Referee Job Title	
Telephone		Fax	
Email address			
Company Name		Job Title	
Start Date		Leaving Date	
Reason for leaving			
May we contact this referee prior to interview, without contacting you first?			Yes
			No
Referee Name		Referee Job Title	
Telephone		Fax	
Email address			

If there are any GAPS in your Employment History – please provide details below:

Start Date	End Date	Reason

If this is your first job and you are unable to provide us with employer references, two character references MUST be provided instead. This would preferably be your teacher or mentor.

Character References can also be provided from professional persons (Doctors, Lawyers, Experts, etc.) who have been relatively close to you (family friend or neighbour). If you have been a part of a volunteer scheme or clubs and societies, they are also considered to be source of character reference.

Please provide the details of your referees in the table below:

D4: Character Reference Details				
May we contact this referee prior to interview, without contacting you first?			Yes	No
Referee Name		Referee Job Title		
In what capacity does the referee know you?		For how long has the referee known you?	From	To
Telephone		Fax		
Email address				
May we contact this referee prior to interview, without contacting you first?			Yes	No
Referee Name		Referee Job Title		
In what capacity does the referee know you?		For how long has the referee known you?	From	To
Telephone		Fax		
Email address				

PART E: Reason for applying for the position

PART F: REHABILITATION OF OFFENDERS

All staff that are successful will be offered employment subject to the return of an enhanced DBS Check. If you have been convicted of any crime, either in the UK or outside of the UK (other than motoring offences) regardless of whether it would be a “spent” offence under the Rehabilitation of Offenders Act, you are required to disclose it below:

The provisions relating to the non-disclosure of criminal convictions or cautions do not apply to certain occupations. The job for which you are applying is included in the excepted types of employment under the Rehabilitation of Offenders Act (Exception Order) 1975.		
Have you ever been convicted or cautioned of any criminal offence in your own country of origin or any other country?	Yes	No
(Admitting an offence does not automatically exclude you from being offered employment)		
If yes, please give details and dates:		
Failure to disclose any criminal offence could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learned that you have had previous convictions or cautions.		

It is also a requirement that any Overseas Employee intending to work in Nursing Homes must submit a Police Clearance Certificate from their country of origin if they have lived in the U.K. for less than six months.		
Do you have a Police Clearance Certificate dated no longer than three months before date of arrival in the UK?	Yes	No
If no, are you able to obtain one?	Yes	No
If you have answered no to the above question we would be unable to proceed with your application.		

PART G: DECLARATION OF APPLICANT

<i>I confirm that all the information in this application is correct to the best of my knowledge. I realise that should any information prove to be false at a later date, this could constitute grounds for withdrawal of any job offer.</i>			
Signed		Dated	

OPTIONAL INFORMATION: EQUAL OPPORUNTITIES MONITORING

EQUAL OPPORTUNITIES IN EMPLOYMENT

Cedar Care does not discriminate and our employment procedures ensure that we are complying with Equal Opportunities Policies. To this end we would be grateful if you could please fill in this questionnaire and return it with your application form. Your information will remain confidential at all times. The information given is only used for statistical purposes and is not a part of the selection process. Thank you for your co-operation in this area.

Application for post of				
Please indicate your answer by ticking the appropriate box.				
Sex	Male		Female	
Date of birth				
Marital status	Single			
	Married			
	Divorced			
Registered disabled	Yes		No	
Any other disability	Yes		No	
Have you any dependants	Yes		No	
Please tick the box beside the Ethnic Group which you consider that you belong to. If you wish, you can write further details beside the box. Please tick only one box.				
White (UK & N. Ireland)		Black (Caribbean)		
White (Europe & Eire)		Black (African)		
Asian		Oriental		
Other				

DOCUMENTS TO SEND OR BRING WITH YOUR APPLICATION

DOCUMENT	Essential	Advised	Tick If available
PASSPORT	X		
BIRTH CERTIFICATE (If UK national with no passport)	X		
IDENTITY CARD		X	
UK DRIVERS LICENCE	X		
PROOF OF ADDRESS (i.e. Bank Statement, Utility Bills, etc.)	X		
PROOF OF PREVIOUS ADDRESSES (Last 5 years)	X		
CERTIFICATES OF HIGHER EDUCATION		X	
CERTIFICATE OF SECONDARY EDUCATION		X	
CERTIFICATES OF OTHER TRAINING		X	
REFERENCES FROM LAST TWO EMPLOYERS		X	
CHARACTER REFERENCE		X	
CURRENT OR RECENT DBS CERTIFICATE (Enhanced)		X	