

Form Name	APPLICATION FORM
Reference No.	HRF4



Cedar Care welcomes and encourages applications from all sections of local, national and international community. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of our selection process, making Cedar Care an Equal Opportunities Employer. Our selection process is completed solely to establish the best candidate to complete the job based on their ability, from the information provided in this form.

Please use either blue or black ink or type to complete this application form. Once completed return via post to Cedar Care, 20 Richmond Hill, Clifton, Bristol, BS8 1BA, or via email to jobs@cedarcarehomes.com. Should you require any information or advice on completing the form please contact the HR department on 0117 9467216.

We will endeavour to write to all applicants regarding the outcome of their application, however regret that we are unable to contact all applicants. Therefore, if you have not been invited to take part in the selection process within four weeks of the closing date, you should assume that on this occasion you have not been successful. Your application, however, will be kept on our system for a period of 4 weeks to be considered for future vacancies.

All posts within Cedar Care are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it is necessary to complete an application for Disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. The cost for a CRB Disclosure is £44, the applicant is liable for payment of the cost of the mentioned check.
If you are not in agreement for paying the above costs, if required, please do not proceed with the application.

Cedar Care operates 11 nursing and residential homes across Bristol, Bath and Cheshire, in order to enable us to process your application efficiently, please indicate which of our homes would be easily accessible to you -

Please tick the home(s) you would like to apply within.					
Aabletone Stoke Bishop, Bristol BS9 1JF	<input type="checkbox"/>	Blenheim House Redland, Bristol BS6 7JW	<input type="checkbox"/>	Saville Manor Stoke Bishop, Bristol BS9 1JA	<input type="checkbox"/>
St Teresa's Corston, Bath BA2 9AE	<input type="checkbox"/>	Englishcombe House Bath, BA2 2EE	<input type="checkbox"/>	Culverhayes Twerton, Bath BA2 1AY	<input type="checkbox"/>
Cedar Park Oldfield Park, Bath BA2 3NG	<input type="checkbox"/>	Woodside Bathwick, Bath BA2 6EN	<input type="checkbox"/>	Larkhall Springs Larkhall, Bath BA1 6TL	<input type="checkbox"/>
The Orangery Englishcombe Lane, Bath BA2 2EL	<input type="checkbox"/>	Eden Mansions Styal, Cheshire SK9 4HD	<input type="checkbox"/>		<input type="checkbox"/>

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?						
Any other roles you would consider						

PERSONAL DETAILS

Address		Post code	
Alternative contact telephone number			
Alternative contact telephone number			
Email address			
Do you have a 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	

SECONDARY, FURTHER AND HIGHER EDUCATION / VOCATIONAL TRAINING AND QUALIFICATIONS

Name of School /College/ University attended	Name/ level/ grade or qualifications obtained	Date qualification awarded

OTHER QUALIFICATIONS/COURSES THAT MAY SUPPORT APPLICATION

Name of School /College/ University attended	Name/ level/ grade or qualifications obtained	Date qualification awarded

PROFESSIONAL MEMBERSHIP / REGISTRATION

Name of professional body	Category of membership	Membership / reference no.

WORK EXPERIENCE

Current or most recent employer			
Name & Address			
Type of business		Position held	
Start date		Leaving date	
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			

Please supply details below of previous employment in last 3 years in addition to submitting your curriculum vitae with this application. Please start with most recent previous employment first.

Company name			
Address			
Type of business		Position held	
Start date		Leaving date	
Reason for leaving			

Company name			
Address			
Type of business		Position held	
Start date		Leaving date	
Reason for leaving			

FURTHER EMPLOYMENT HISTORY

Please supply the details of your employment preceding the above mentioned spanning back to the beginning of your working career, in descending date order.

This section must be completed even if you are submitting a copy your curriculum vitae. Please use a continuation sheet if necessary.

Company name		Job title	
Start date		Leaving date	
Reason for leaving			

Company name		Job title	
Start date		Leaving date	
Reason for leaving			

Company name		Job title	
Start date		Leaving date	
Reason for leaving			

Company name		Job title	
Start date		Leaving date	
Reason for leaving			

Company name		Job title	
Start date		Leaving date	
Reason for leaving			

Please read the job description for the vacancy carefully taking note of the Key Performance Indicators. Then provide details of your relevant skills, abilities knowledge and experience to enable you to undertake the role effectively. Taking into consideration your previous job roles, voluntary work or hobbies and interests. Please use a continuation sheet if necessary.

Details of your suitability for the vacancy

REFERENCES

References are absolutely essential as we cannot confirm employment without obtaining them, so please ensure that you provide a complete and accurate address. We will send the reference forms to the people you have named on receiving your application. Referees must be people who:

- You have worked with most recently.
- Have supervised you or have been your line managers.
- Character references are acceptable as long as they are given by people who are professional and not related to you.

Reference 1 please delete as appropriate		Character	Employer
Company Name			
Address			
Referee name		Referee job title	
Telephone		Fax	
Email address			
May we contact this referee prior to interview, without contacting you first?		Yes	No

Reference 2 please delete as appropriate		Character	Employer
Company Name			
Address			
Referee name		Referee job title	
Telephone		Fax	
Email address			
May we contact this referee prior to interview, without contacting you first?		Yes	No

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.

Signed		Dated	
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**REHABILITATION OF OFFENDERS ACT
(EXCEPTION ORDER 1975)**

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 above order.

Have you ever been convicted or cautioned of any criminal offence in your own country of origin or any other country?	Yes	No
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(Admitting an offence does not automatically exclude you from being offered employment).

If yes, please give details and dates:	
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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 by 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
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If no, are you able to obtain one?	Yes	No
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If you have answered no to the above question we would be unable to proceed with your application.

I certify to the best of my knowledge and belief the above statements are true and I understand that withholding or mis-stating of facts called for above may invalidate my contract of employment which may be offered to me

Signature of applicant		Date	
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EQUAL OPPORTUNITIES IN EMPLOYMENT

Cedar Care Homes 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 replies will remain confidential at all times. The information given is only used for statistical purposes and is not 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			