

TRIPLE S CARE AND SUPPORT SERVICES

87-89 Stirling Road Edgbaston Birmingham B16 9BD

TEL : 0121 454 8864 Fax : 0121 454 8864 Email : triplescare@hotmail.co.uk

Website : www.triple-s-care.co.uk

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR:

The following information will be treated in the strictest confidence.

Type of contract applied for (please circle):

- Full Time Hours
- Part Time Hours
- Casual Hours

Surname:		First Name(s):	
Present Address			
	Date from:		Post code:

If Present Address is less than 5 years please list your last 5 years addresses below

Address 1			
	Date from:	Date to:	Post code:
Address 2			
	Date from:	Date to:	Post code:
Address 3			
	Date from:	Date to:	Post code:

Home Telephone No:	Mobile No:	Date of Birth:
National Insurance No:	Place of Birth:	Gender:
No of Dependents/age:	Nationality:	Marital Status:

Full Driving Licence:	YES/NO	Endorsements:	YES/NO
If YES, please give further details including dates			

Are you involved in any activity which might limit your availability to work or your working hours e.g. Local government?	YES/NO
If YES, please give full details	
Are you subject to any restrictions or covenants which might restrict your working activities?	YES/NO
If YES, please give full details	

Are you willing to work overtime and weekends if required?	YES/NO
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Please give details of any hours which you would not wish to work:	
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Convictions Not Spent Under the provisions of the Rehabilitation of Offenders Act 1974 you are required to give details of any convictions which are not spent. Failure to do so may lead to summary dismissal. Do you have any convictions which are not spent within the meaning of the Rehabilitation of Offenders Act 1974?	YES/NO
If YES, please give full details	
SPENT CONVICTIONS As the position you are applying for involves contact with vulnerable people, under the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you are required to give details of any criminal conviction, including those which are spent. Under the Care Standards Act 2000, we also need to know about cautions or other official warnings. Failure to declare these may lead to summary dismissal.	YES/NO
If YES, please give details	
Have you ever been entered onto the Protection of Vulnerable Adults Register?	YES/NO

You are required, if offered employment, as part of your Application to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination if required prior to employment?	YES/NO
Do you need a work permit to take up employment in the UK?	YES/NO

Have you ever worked for this Company before?		YES/NO
If YES, please give full details		
Have you applied for employment with this Company before?		YES/NO
How much notice are you required to give to your current employer?		
From what date are you available to commence work?		

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

MEMBERSHIP OF PROFESSIONAL BODIES AND TRAINING		
Name of professional or technical association	Date of membership	Status

Please list any foreign languages spoken and the level of competence

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:	
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Address:	
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Telephone Number:	
Nature of business:	

Job title and a brief description of your duties:	

Length of service:	From:	To:
Salary/Hourly Rate:		

Are there any gaps in your employment history?	YES/NO
If YES, please give details	

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REFERENCES

Please provide details for two referees. They must not be related to you. One of the referees must be your existing/most recent employer. If this is your first appointment, references from your college tutor or principal will be acceptable. References will not be taken up prior to interview without your consent.

Can we approach your current employer before an offer of employment is made? YES/NO

REFEREE 1

Name.....
Relationship to you.....
Position.....
Address.....
.....
.....
Tel Number.....
Fax Number.....
Email.....
Referee may be contacted prior to
Interview YES/NO

REFEREE 2

Name.....
Relationship to you.....
Position.....
Address.....
.....
.....
Tel Number.....
Fax Number.....
Email.....
Referee may be contacted prior to
interview YES/NO

SUPPORTING STATEMENT

Please use this section to provide any further information which you think will support your application further. Please evidence using your previous skills, achievements, personal strengths and future aspirations. Include any skills or experiences that have been gained through paid employment, voluntary work, community activities or through family experience.

Please use the space here and no more than TWO additional continuation sheets.

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g.hobbies,sports, club memberships)

DECLARATION

I declare that the information given in on this Employment Application Form is true and correct. I understand that any appointment offered would be made on the basis of my application and interview and that any failure to disclose information, or any attempt to mislead may lead to disciplinary action and Triple S terminating my employment without notice.

I also understand that any offer of employment would be subject to a satisfactory probationary period, Criminal Records Check and two satisfactory written references.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration(where applicable) in compliance with the Data Protection Act 1998.

Signed.....

Date.....

Name(printed).....