



Recruitment Agency Application Form

If you need this form in large print, please contact the local office.

Please complete all fields in black or blue ink and using block capitals. If you need any help, please ask.

1. Personal Information
2. Availability and position applying for
3. skills and qualifications (Education)
4. Full employment history
5. Other Information
6. References
7. Availability
8. Declaration

PART ONE- PERSONAL INFORMATION

TITLE (Mr, Mrs, Ms etc) Sex Female Male

SURNAME

FORENAMES

SURNAME AT BIRTH (IF DIFFERENT)

AGE

DATE OF BIRTH

NEXT OF KIN NAMES

NEXT OF KIN PHONE NUMBER

NEXT OF KIN PERMANENT ADDRESS

DO YOU HOLD A CURRENT UK DRIVING LICENCE?

YES

NO

DO YOU HAVE THE USE OF A CAR?

YES

NO

HOW DID YOU HEAR ABOUT US?

GOOGLE WWW.RECRUIT-ZONE.COM LEAFLET REFER NEWSPAPER ADVERT COMPANY WEBSITE

OTHER SEARCH ENGINE WWW.INDEED.CO.UK A FRIEND COMPANY WEBSITE WORD OF MOUTH

IF YOU WERE TOLD ABOUT THIS JOB BY SOMEONE THAT WORKS FOR US, PLEASE TELL US THEIR NAME:

DOES ANY OF YOUR CLOSE FRIENDS OR RELATIVES ALREADY WORK FOR US?

YES

NO

IF YOU ANSWERED "YES" PLEASE GIVE THEIR NAMES HERE:

YES

NO

ARE YOU SUBJECT TO IMMIGRATION CONTROL?

YES

NO

DO YOU HAVE ANY ALLERGIES?

YES

NO

EMAIL ADDRESS

NI NUMBER

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HOME TELEPHONE

MOBILE

ARE YOU LAWFULLY RESIDENT IN THE UK?

ADDRESS

POST CODE

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HAVE YOU WORKED RECENTLY WITH ANY CARE AGENCY IN THE UK?

YES

NO

IF YOU ANSWERED "YES" WHAT WAS YOUR STANDARD HOURLY RATE OF PAY?

| | |
|---|---------|
| £ | AN HOUR |
|---|---------|

PART TWO – YOUR AVAILABILITY

IT IS REALLY IMPORTANT TO TELL US THE POSITION YOU ARE APPLYING FOR, AND THAT WE KNOW WHEN YOU ARE AVAILABLE FOR WORK. SO PLEASE DO YOUR BEST TO ENSURE THAT THE INFORMATION YOU PROVIDE IN THIS SECTION IS CORRECT.

WHAT POSITION ARE YOU APPLYING FOR?

CARE ASSISTANT

KITCHEN ASSISTANT

CHEF

CLEANER /HOUSE KEEPER

NURSE NMC PIN (IF APPLICABLE)

DBS NUMBER

DBS ISSUE DATE

WHAT IS THE EARLIEST DATE YOU COULD START WORK WITH US?

DO YOU HAVE ANY HOLIDAY ETC. ALREADY BOOKED?

YES

NO

PLEASE GIVE DATES BELOW

YOUR REGULAR SHIFT PATTERN WILL BE AGREED WITH THE MANAGER DEPENDING UPON THEIR REQUIREMENTS AND YOUR AVAILABILITY. PLEASE TICK HERE TO INDICATE WHEN YOU WOULD USUALLY BE AVAILABLE FOR WORK:

| | MORNING | LUNCHTIME | TEATIME | EVENING |
|-----------|---------|-----------|---------|---------|
| MONDAY | | | | |
| TUESDAY | | | | |
| WEDNESDAY | | | | |
| THURSDAY | | | | |
| FRIDAY | | | | |
| SATURDAY | | | | |
| SUNDAY | | | | |

PART THREE – YOUR SKILLS AND QUALIFICATIONS

PLEASE TELL US ABOUT THE LANGUAGES YOU CAN SPEAK/ OR WRITE:

| LANGUAGE | I CAN SPEAK THIS | I CAN WRITE IN THIS LANGUAGE | MY LEVEL OF SKILL IS..... | | |
|----------|------------------|------------------------------|---------------------------|-----------|----------|
| | | | BASIC | COMPETENT | ADVANCED |
| ENGLISH | | | | | |
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DO YOU HAVE AN NVQ/QCF LEVEL 2 (OR ABOVE) IN HEALTH & SOCIAL CARE?

YES

NO

HAVE YOU COMPLETED THE CARE CERTIFICATE (ENGLAND ONLY)?

YES

NO

PLEASE TELL US ABOUT SCHOOLS OR COLLEGES ATTENDED SINCE THE AGE OF 14

DATE FROM/TO

SUBJECT TAKEN

LEVEL OF QUALIFICATION

DATE AWARDED OR EXPECTED

PLEASE GIVE DETAILS OF ANY RELEVANT SKILLS, EXPERIENCE OR INTERESTS THAT YOU HAVE WHICH ARE NOT COVERED ON THE PREVIOUS PAGE

PART FOUR – FULL EMPLOYMENT HISTORY

WE ARE REQUIRED BY LAW TO MAKE SURE WE KNOW ABOUT THE WORK YOU HAVE DONE IN THE PAST. AS WELL AS THE PERIODS YOU MAY HAVE SPENT OUT OF EMPLOYMENT. THEREFORE, PLEASE LIST YOUR FULL EMPLOYMENT HISTORY HERE, INCLUDING ANY PERIODS WHEN YOU WERE NOT WORKING (ALONG WITH AN EXPLANATION OF WHAT YOU WERE DOING). YOU MAY USE EXTRA SHEETS IF YOU NEED MORE SPACE.

PLEASE START WITH YOUR CURRENT OR MOST RECENT EMPLOYMENT AND WORK BACKWARDS.

| From (month and year) | To (month and year) | Employer and location (or education establishment) | Your job role (or, if studying, your course) | Why you left (if applicable) |
|-----------------------|---------------------|---|--|------------------------------|
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PLEASE GIVE DETAILS OF TWO REFEREES WITH THEIR INITIALS AND CORRECT STYLE OF ADDRESS. REFEREES SHOULD HAVE FIRST HAND KNOWLEDGE OF YOUR QUALIFICATION AND EXPERIENCE OR SHOULD BE ABLE TO COMMENT ON YOUR PRESENT OR MOST RECENT EMPLOYMENT.

PLEASE BE ASSURED THAT WE WILL NOT APPROACH YOUR CURRENT EMPLOYER WITHOUT AN OFFER OF EMPLOYMENT BEING MADE AND ACCEPTED.

FIRST REFEREE

NAME

ADDRESS

TELEPHONE

FAX

HOW DOES THIS REFEREE KNOW YOU?

SECOND REFEREE

NAME

ADDRESS

TELEPHONE

FAX

HOW DOES THIS REFEREE KNOW YOU?

PLEASE GIVE DETAILS OF YOUR HOBBIES & INTERESTS

DUE TO THE NATURE OF THE WORK FOR WHICH YOU ARE APPLYING, YOU ARE REQUIRED TO DECLARE ANY CONVICTIONS OR CAUTIONS YOU MAY HAVE, EVEN IF THEY WOULD

OTHERWISE BE REGARDED AS SPENT UNDER THE REHABILITATION OF OFFENDERS ACT (1974).

DO YOU HAVE ANY PAST CONVICTIONS OR CAUTIONS?

YES

NO

I DECLARE THAT THE DETAILS GIVEN ON THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND COMPLETE. I UNDERSTAND THAT MY APPLICATION MAY BE REJECTED OR, IF I AM ALREADY APPOINTED, I MAY BE DISMISSED IF I WITHHOLD RELEVANT DETAILS OR GIVE FALSE INFORMATION. I GIVE PERMISSION FOR ALL OR PART OF THIS APPLICATION TO BE HELD ON BOTH COMPUTERISED AND MANUAL RECORDS, WHICH I MAY REQUEST ACCESS TO.

SIGNATURE

NAME

DATE

WHAT HAPPENS NOW?

- IF YOU RECEIVED THIS FORM BY POST, RETURN TO US ALONG WITH YOUR COMPLETED EQUALITIES MONITORING FORM. WE WILL BE IN TOUCH WITH YOU TO TELL YOU WHETHER YOU WILL BE INVITED TO AN INTERVIEW.
- IF YOU DOWNLOADED THE FORM FROM THE INTERNET, POST IT TO US (5 CYPRESS HOUSE ERLANGER ROAD LONDON SE14 5TA), MAKE SURE THAT YOU ALSO DOWNLOAD AND COMPLETE THE EQUALITIES MONITORING FORM. WE WILL BE IN TOUCH WITH YOU TO TELL YOU WHETHER YOU WILL BE INVITED TO AN INTERVIEW.
- IF YOU COMPLETED THE FORM AT OUR OFFICE, HAND IT TO THE PERSON THAT GAVE IT TO YOU, ALONG WITH YOUR COMPLETED EQUALITIES MONITORING FORM. IT WILL BE EXPLAINED TO YOU WHAT WILL HAPPEN NEXT.

THIS PAGE IS FOR OFFICE USE ONLY

APPLICATION FORM ASSESSED BY:

NAME

POSITION

| | |
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ON THE BASIS OF THE COMPLETED APPLICATION FORM, IS THE APPLICANT SUITABLE TO PROGRESS TO A SELECTION INTERVIEW?

YES

NO

IF "NO" PLEASE EXPLAIN WHY:

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PLEASE ENSURE AN APPLICANT REJECTION LETTER IS SENT TO ANY UNSUCCESSFUL CANDIDATE.

SUCCESSFUL APPLICANTS SHOULD BE INVITED TO AN INTERVIEW (A LETTER TEMPLATE IS PROVIDED FOR THIS PURPOSE).

SIGNED

DATED

ADDITIONAL NOTES:

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