**Recruitment Pack**

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| **RECRUITMENT PACK**   * **Application form** * **Equal Opportunities Form**   **On completion please return to:**  **Phone:**  **Email:** |
| **Full Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:**  **Mobile No:**  **E-mail address:** |
| **Position Applied For:**  **Preferred Hours- full time, part time, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs per week** |

**APPLICATION** PLEASE COMPLETE IN BLACK INK

**EDUCATION**

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| **School Attended** | **Qualifications Gained** |
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**College/University/Further Education – if relevant**

**(Please note formal qualifications are not essential)**

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| --- | --- | --- |
| **College/University** | **Qualification** | **Year Obtained** |
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**Other Qualifications (e.g. NVQ/Diploma)**

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| --- | --- |
| **Qualification** | **Date Obtained** |
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**Recent Relevant Training**

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| **Subject** | **Date** | **Certificate available** |
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**Trained Nurses Only**

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| **PIN No.** | **Date obtained** | **Expiry date** |
|  |  |  |

**Employment History**

*Please ensure that you provide a FULL employment history from leaving school to present day.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **Job Title** | | **Employer**  **(most recent first)** | **Brief Detail of Duties** | **Reason For leaving** |
| **From** | **To** |
|  | |  | |  |  |  |
| If you have any gaps where you were not employed please give reasons below or state ‘No Gaps In Employment’. | | | | | | |
| **From** | **To** | | **Reason for any Gaps in Employment**  ***(This is a legal requirement when working with vulnerable people)*** | | | |
|  | | |  | | | |

**Availability  *(This is to assist us in offering candidates the right job vacancy)***

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| --- | --- | --- | --- |
| **Current Notice Period** | **Yes/No**  **If yes,\_\_\_\_\_\_\_\_\_\_weeks** | **Presently Available for Work** | **Yes/No** |
| **Do you require a work permit** | **Yes/No** | **Are you Legally Eligible for Work in the UK?** | **Yes/No** |
| **Any Additional Information You Wish to add Regarding Availability.** | | | |
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**Knowledge, Skills and Experience *(use an additional sheet if necessary)***

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| **Please tell us about your skills and experience in this type of work from previous employment, voluntary work or in your own life. We advise that you use the job description and person specification to assist you. Give examples if you think it will help to reflect your experience.** |

**References** - Please give the name and address of two references; at least one must be your present employer (not work colleague) or last employer, if you are presently not working. References from your own family will not be accepted. A third reference may be requested after interview.  
 **Reference 1 (Employer Reference)**

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| **Name and Role** | **Job Title** | **Address, Telephone Number and Email, if available.** |
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**Reference 2**

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| --- | --- | --- |
| **Name** | **How do You Know this Person?** | **Address, Telephone Number and Email, if available.** |
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| **Can we Contact Your Referees before a Job Offer has been made?** | **Yes/No** |

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| **Other Information: Rehabilitation of Offenders Act 1974 – Notice to Offenders** |
| Due to the nature of the work involved the post for which you are applying, this is exempt from Section 4(2) of the Rehabilitation of Offenders Act. This means that you are not entitled to withhold information relating to any convictions/cautions you may have. |
| Have you been convicted of a criminal offence or been cautioned? Yes/No |
| Have you received a warning or dismissed by your employer? Yes/No |
| If yes, the information should be given on a separate sheet in a sealed envelope and sent with this application form. This information will be treated as confidential and destroyed after use. It will not necessarily preclude you from employment. |
| We sometimes securely keep application forms from people that we may consider Yes/No  employing in the future. Would you be happy for us to do this? |
| Are you related to any employee of this organisation? Yes/No |
| Have you applied for any other post in this organisation in the past? Yes/No |

I confirm that to the best of my knowledge, the information within this application is accurate. I understand that if it is later found that there are any inaccuracies, the job offer may be withdrawn.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_

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| **Equal Opportunities Statement**  We are an equal opportunities employer and aim to ensure that people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. We will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, religious belief, sex, sexual orientation, marital status, disability, or are disadvantage by conditions or requirements which cannot be shown to be justified as being necessary for the safe and effective performance of the job.  Monitoring applicants’ ethnic origin ensures that we are **not unintentionally discriminating** against people when we provide services.  How would you describe your ethnic origin:    ✓ **Please tick your ethnic category**  🞏 British (White) 🞏 Bangladeshi (Asian or Asian British)  🞏 Irish (White) 🞏 Any Other Asian Background (Asian or Asian British)  🞏 Any Other White Background (White) 🞏 Caribbean (Black or Black British)  🞏 White and Black Caribbean (Mixed) 🞏 African (Black or Black British)  🞏 White and Black African (Mixed) 🞏 Any Other Black Background (Black or Black British)  🞏 White and Asian (Mixed) 🞏 Chinese (Other Ethnic Groups)  🞏 Any Other Mixed Background (Mixed) 🞏 Any Other Ethnic Group  🞏 Indian (Asian or Asian British)  🞏 Pakistani (Asian or Asian British)  🞏 If other please state:…………………………………………………………………….. |