

Please complete all sections fully, and do not put 'refer to CV'

Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Mobile No.

E-mail address:

National Insurance No.

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Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes No

Do you have access to a vehicle?

Yes No

2. Preferred hours

Full time

OR

Part time

We like our workers to be willing to work flexibly across the week, and need to know when other commitments mean you may not be available to work: Please tick when you are unavailable:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Early							
Late							
Nights							

3. Education/Qualifications

If applying for a Registered Nurse role, please give UK PIN:

Copies of relevant qualifications will be required at interview.

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

4. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for Leaving:

Salary on leaving this post:

Contact Name of Line Manager for reference:

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for leaving:

Brief description of duties:

Previous employer

Name of Employer:

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Address:

Postcode:

Position Held:

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Date Started:

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Leaving Date:

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Reason for Leaving

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Salary on leaving this post:

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Contact Name of Line Manager for reference

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Brief description of duties:

Continue on separate sheet if necessary

5. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information.

Continue on a separate sheet if necessary

6. Convictions/ Disqualifications (DBS)

To ensure the safety of our residents, an **enhanced DBS check** must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position at Eastgate Care Ltd. If a check is returned and reveals any information, this will be discussed with the applicant. The Group HR Manager will make a decision as to whether the offer of employment should be withdrawn. By signing this form, you give consent to Eastgate Care Ltd, to carry out an electronic DBS check on your behalf, and in your absence.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests). Failure to disclose current or previous convictions that are subsequently highlighted on the DBS check, may result in any offer of employment being withdrawn.

7. Reasonable Adjustments/Arrangements for Interview

Please contact us if you need the application form in an alternative format.

Do you require any reasonable adjustments? **YES/NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

8. Asylum & Immigration Act

Are you legally eligible to work within the UK

Yes / No

If yes, please confirm the evidence you will be providing to support your eligibility.

If appointed when could you start? Give period of notice if applicable

9. References

Please give the detail of **two EMPLOYER** references – see guidance sheet for further information. Offers of Employment are subject to the receipt of 2 suitable references.

Name of Referee
and relationship to
you:

Address:

	Postcode:
Email:	Tel:

Name of Referee
and relationship to
you:

Address:

Postcode:	
Email:	Tel:

10. Annual Leave

Do you have any annual leave currently booked:

YES / NO

If 'Yes' please advise dates:

11. Declaration

Statement to be Signed by the Applicant

Please sign in the appropriate place below. **If this form is not completed and signed, your application will not be considered.**

I authorise Eastgate Care Ltd to use photographs or images of me on their website, and in other Company related materials.

I agree that Eastgate Care Ltd can create and maintain computer and paper records of my personal data, and that this will be processed and stored in accordance with the General Data Protection Regulations (2018).

I confirm that Eastgate Care Ltd has my permission to contact previous employers, and any referees noted in section 9 above, to obtain references.

I confirm that all the information given by me on this form is correct and accurate, and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

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Print Name:

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GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

- You must complete **all** sections of the form, regardless of whether you are attaching a CV.
- Make ensure the form is clear and legible and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

If you require an acknowledgement of your application:

- If emailing you must activate a read receipt from your email account.
- If sending by post you must enclose a stamped addressed envelope.
- Please note with limited resources, we cannot verify if we have received your application over the phone.

To complete your application:

- Please type or write clearly in black ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment History' section you must state why you have left a position.
- **Always explain any gaps in work history.**
- Proof of qualifications and membership to professional bodies will be required at interview.
- Proof of eligibility to work in the UK will be required at interview, **in order for the interview to be conducted.**

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details (including correct email address) of your referees, so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. **Please do not put down family members or people you live with as referees.**

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points, and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above, and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of half of a side of A4, and a maximum of 2 sides.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.

Finally good luck with your application and thank you for your interest in Eastgate Care Ltd.