



*Please type or write neatly using black ink.*

*\*Mandatory question - please answer.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| On completion this form should be returned to: | | | | |
|  | | | | |
| Application for the appointment of | |  | | |
| Post Ref No |  | | Location |  |
| Where did you hear of this vacancy? | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. PERSONAL DETAILS\* | | | |
| Surname  (Block Letters) |  | First Name(s) |  |
| Have you a full current manual car driving licence? | Yes  No | Car Owner | Yes  No |
| Home Address  (Block Letters) |  | | |
| Postcode |  | | |
| Email |  | | |
| Telephone Numbers | | Home |  |
| Work |  | Mobile |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold documentary proof of your right to work in the UK?\* | Yes o  No o | Do you require a residence permit?\* | Yes o  No o |
| \*If you have answered YES to either/both of the above questions, you will be required to provide evidence of such documentation if you are offered a job with us | | | |

1 | Application Form

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| --- | --- | --- | --- |
| 2. EDUCATION/QUALIFICATIONS (INCLUDING THOSE CURRENTLY BEING PURSUED) | | | |
| Subject | Level | Grade | Date |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 3. TRAINING COURSES/PROFESSIONAL QUALIFICATIONS OR MEMBERSHIP OF PROFESSIONAL BODY | | |
| Title | Organising Body  *(including membership/*  *PIN number where relevant)* | Date |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. PRESENT EMPLOYER (OR MOST RECENT EMPLOYER) | | | |
| Name & Address |  | | |
| Telephone No. |  | Nature of Business |  |
| Date of Appointment |  | Job Title |  |
| Notice Required |  | Current Pay |  |
| Why do you wish to leave? |  | | |

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4. PRESENT EMPLOYER (OR MOST RECENT EMPLOYER) - CONTINUED

Brief description of duties

|  |  |  |  |
| --- | --- | --- | --- |
| 5. PREVIOUS EMPLOYMENT STARTING WITH MOST RECENT JOB | | | |
| Employer’s Name and Address | Job Title | Dates  From To | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| 6. DETAILS OF RELEVANT EXPERIENCE AND ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION |
| Please use this space for any other information you may think could assist us in deciding on your suitability for interview/appointment. You should take this opportunity to give us details of your skills and experience relevant to the selection criteria detailed in the person specification. You should include relevant examples to demonstrate how you have displayed the necessary skills etc. You may refer to experience gained in your previous employment, voluntary work, leisure activities or at home. Please also specify your reasons for applying for this vacancy. You may continue on a separate sheet if necessary but please limit yourself to a maximum of one side of A4. |
|  |
| Wherever possible we like to try to match the hobbies, skills, and interests of the people we employ with those of the people we support. To help us do this please list below any hobbies, skills, sports or other interests that you would be willing to share with people that you will be supporting. |
|  |

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|  |  |  |  |
| --- | --- | --- | --- |
| 7. REFEREES\* | | | |
| Please give names and address and telephone numbers of two referees at least two referees covering the entire last 3 years (one should be your present or most recent employer). Personal referees from friends or relatives are not acceptable. Please note that Choice Support reserves the right to contact any of your previous employers for references at any time. When providing the names of referees please ensure you provide the name of the manager with appropriate authority to give references on behalf of the Company. | | | |
| Name: |  | Name: |  |
| Position held by Referee: |  | Position held by Referee: |  |
| Organisation/ Company: |  | Organisation/ Company: |  |
| Company  Address: |  | Company  Address: |  |
| Postcode: |  | Postcode: |  |
| Telephone: |  | Telephone: |  |
| Fax: |  | Fax: |  |
| Email: |  | Email: |  |
| May we contact this referee if you are shortlisted? | Yes  No | May we contact this referee if you are shortlisted? | Yes  No  |

8. DISCIPLINARY ACTION\*

Have you ever been dismissed from a job or had disciplinary action taken against you; or is such action currently pending against you? If yes, give specific details on a separate sheet.

Yes

No 

9. DECLARATION\*

I declare that the information given on this form is correct to the best of my knowledge and that I am eligible to work in the UK. I understand that withholding, falsifying or omitting relevant information could lead to disciplinary action including dismissal.

The information given in this form will be used to process your job application (shortlisting, entering into a contract of work and statistical monitoring). Your data will be stored securely on our computer systems and with our third party approved processors. Only people involved in the recruitment process will be able to access your data. We keep your data for 6 months after the vacancy has closed (or for the duration of your employment, if your application is successful).

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

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