**Job Application Form**

|  |  |  |
| --- | --- | --- |
| **Post applied for:** | **Available start date:** | **How did you find about the vacancy:** |
| **Support Worker** |  |  |

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Forename(s): | Surname: |
| All Previous Names: | Date of Birth: |
| Address:  Postcode: | E-mail address: |
| Daytime Tel No. | Evening Tel No. |
| Do you have a Full Valid UK/EU Driving Licence:  Yes No | Is your driving license a manual license?  Yes No |
| Do you have any endorsements on your Driving License? Yes or No (*If Yes please give details)*  Yes No | Do you speak or read any other languages? Yes/No (*If Yes please give details)*  Yes No |
| Nationality: | National Insurance No: |
| Do you require a visa to work in the UK  Yes No | When does your visa expire |
| How many hours are you entitled to work |  |

1. **Education**

***(Details below may be checked)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Address of Schools attended since age 11** | **Date**  **From To** | | **Qualifications** |
|  |  |  |  |
|  |  |  |  |

1. **Further Education**

***(Details below may be checked)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Place of Education** | **Date**  **From To** | | | | **Type of Training /Qualifications** | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
| 1. **Employment Details/History** | | | | | | |
| **Present or Most Recent Employer:** | | | | | | |
| **Type of Business:** | | **Job Title:** | | | | |
| **Start date:** | | **Leaving date:** | | | | **Salary:** |
| **Address:**  **Post code:** | | | | | | |
| **Duties/Responsibilities:** | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Previous Employer:** | | |
| **Type of Business:** | **Job Title:** | |
| **Start date:** | **Leaving date:** | **Salary:** |
| **Address:**  **Post code:** | | |
| **Duties/Responsibilities:** | | |

|  |  |  |
| --- | --- | --- |
| **Previous Employer:** | | |
| **Type of Business:** | **Job Title:** | |
| **Start date:** | **Leaving date:** | **Salary:** |
| **Address:**  **Post code:** | | |
| **Duties/Responsibilities:** | | |

**5. Community/Voluntary Experiences:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organisation & Address:** | **Dates**  **From To** | | **Post/Title:** | **Duties:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Gaps In CV**

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **REMARKS** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Additional Personal Details**

**Please give more details in writing in the box below regarding any gaps in your CV. Should you find the space provided to be insufficient, please provide an attachment?**

|  |
| --- |
|  |

1. **Have you ever worked with vulnerable adults or children before?**

**YES NO**

**Please state in the box below the reasons why you left the above post / posts.**

|  |
| --- |
|  |

**9. General Information**

|  |  |
| --- | --- |
| **Interest/Hobbies:** |  |
| **Membership held in Sports/Social Clubs, etc.:** |  |
| **Public Duties (JP, Local Councillor, etc.):** |  |
| **Have you ever been convicted for a criminal offence? Yes/No**  ***(if so please give details)*** |  |
| **Membership of Professional Organisations/Unions:** |  |

**10. Professional or Academic References:**

**(Please note you must use your most recent jobs/ or education institution.**

**This must correspond with Sections 3 & 4)**

|  |  |
| --- | --- |
| **Name:** | **Tel:** |
| **Address:** | **Post code:** |
| **Occupation / Job title:** | **Official / Organisation E-mail address** |

|  |  |
| --- | --- |
| **Name:** | **Tel:** |
| **Address:** | **Post code:** |
| **Occupation / Job title:** | **Official / Organisation E-mail address** |

Do you have any objection to your referees/employer being contacted prior to any job offer?

Yes No

Please give details of your next of kin, who can be contacted in an emergency

|  |  |
| --- | --- |
| **Name:** | **Tel:** |
| **Address:** | **Post code:** |
| **Relationship:** |  |

I give my consent to obtain references to support this application once an offer of employment has been made and accepted and release the Company and referees from any liability caused by giving and receiving information.

I confirm that the information given on this form is to the best of my knowledge true and complete. Any false statement may be sufficient cause for rejection or dismissal.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability and Flexibility**

**Understanding Flexibility and Availability – this must be completed and submitted with your application**

**In order to meet the needs of the people we support we need to understand what your availability is and how this will work for our service users. We need our staff to be as flexible as possible in order to best meet the needs of our Service Users.**

* **If you are looking for a part time contract then you need to be flexible enough to be available for at least 15 of shifts in the table below. 2 of these shifts must be during the weekend.**
* **If you are looking for a full time contract, we expect complete flexibility and to be able to be available for all 21 shifts in the table below.**
* **You will not be expected to work 7 days a week, your availability will always be taken into consideration when the rota is made.**
* **We would always give you plenty of notice so you would know what shifts you would be working on, Rotas are generally provided 2 weeks in advance.**

**Please indicate your availability by putting a Description: http://cdn.designbuildsource.com.au/wp-content/uploads/2012/11/green-tick.jpgin the boxes you are available for work**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **8am – 3pm** |  |  |  |  |  |  |  |
| **3pm – 10pm** |  |  |  |  |  |  |  |
| **Waking Night / Sleepover** |  |  |  |  |  |  |  |

**Name of Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EQUAL OPPORTUNITIES MONITORING**

Fori Core Ltd. wholeheartedly supports the principle of equal opportunities in   
employment and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic or national origin, marital status, age or disability.

Under the requirements of the Race Relations Act, the employer must monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the ethnic groups to which they belong.

In order to comply with the Race Relations Act & to identify any barriers that may exist within our organisational procedures, we monitor the ethnic origin of all employees throughout the employment cycle by requesting the following information.

All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process.

1. **My gender is Female Male**
2. **My age group is 16 – 19 20 – 29 30 – 39**

**40 – 49 50 – 59 60+**

1. **What is your ethnic group?**

**WHITE MIXED ASIAN**

British  White and Black Caribbean  Indian

Irish White and Black African  Pakistani

Other White  White and Asian  Bangladeshi

Other Mixed  Other Asian

**BLACK OR BLACK BRITISH CHINESE OR OTHER ETHNIC GROUP**

Caribbean  Chinese

African

Other

**ANY OTHER ETHNIC GROUP PLEASE SPECIFY..........................................................**