



# Application for Employment Form

**DC-004**

Job applied for: ..... Job ref: .....

Please return form to:

Around the Clock Care Agency Ltd  
Quatro House  
Lyon way  
Frimley Road,  
Camberley, Surrey  
GU16 7ER  
Phone: 01276 804 999  
Fax: 01276 804 998  
Email: info@atccare.co.uk

We are committed to promoting the equality of opportunity and welcome applications from anyone who feels that they are able to carry out the duties, regardless of any previous experience.

## **Please tell us about yourself**

Surname: .....

First name: .....

Other names: .....

Home address: .....

.....

..... Postcode: .....

Home tel. no: ..... Work tel. no: .....

May we ring you at work? YES / NO

Are you related to any present or former employees of the Agency? YES / NO

How did you find out about this vacancy?



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Please give us the details of two people who will provide us with a reference. One should normally be your current employer. If this is not the case, please tell us why not. We will not contact your employer before an interview, but we will contact them before appointment.

Name: .....	Name: .....
Position: .....	Position: .....
Agency: .....	Agency: .....
Address: .....	Address: .....
.....	.....
.....	.....
Postcode: .....	Postcode: .....
Tel. no. work: .....	Tel. no. work:.....
Tel. no. other: .....	Tel. no. other: .....
Email Address:.....	Email Address:.....
Is this your current employer? YES / NO	Is this your current employer? YES / NO
Are they related to you? YES / NO	Are they related to you? YES / NO



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## Please tell us about your education and training

Please tell us about your education. List any qualifications gained. Any further education.

School / College	From	To	Qualifications – include dates and grades

If you have undertaken any training or voluntary work to improve your employment prospects, please give details below:

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**Please tell us about jobs you have had**

We need a total history of your employment. Start with your present, or most recent job first. If there are gaps in employment please tell us why e.g. unemployment, bringing up family etc.

<b>Employer</b>	<b>Job title and description of duties</b>	<b>Salary / wages</b>	<b>From</b>	<b>To</b>	<b>Reason for leaving</b>



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**No approach will be made to your present employer before an offer of employment is made to you.**

**Do you need a work permit to work in the UK** YES / NO

**When can you start work with us? .....**

### Further information

Please use this space to tell us about any other information that you feel will help your application, including any other skills you may have. Please feel free to continue on a separate sheet of paper if required.

**Do you consider yourself to have a disability** YES / NO

Please tell us if there are any reasonable adjustments, we can make to assist you in your application or with our recruitment process.

Please tell us if there are any dates when you will not be available for interview.



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**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

Signature: ..... Date: .....

The post for which you have applied involves working with people who are considered to be vulnerable and, as such, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This exemption requires that you must declare ALL CONVICTIONS regardless of time passed including those convictions which would otherwise be regarded as 'spent'.

No application for employment will be processed unless this declaration has been completed.

A criminal record will not necessarily be a bar to any applicant obtaining the position for which they have applied.

**Declaration:**

Have you ever been convicted of any offence? **YES / NO**

If YES, please give details. You MUST include all offences, even those which would otherwise be considered as 'spent':

.....  
.....  
.....

I declare that the information that I have given is correct and that there are no convictions that have not been included.

I understand that if I am offered the post and it is subsequently found that the information given is incorrect, this will be treated as gross 'misconduct' and I will be liable to be dismissed without notice.

Signed: .....

Full name: .....

Date: .....