

APPLICATION FORM; STRICTLY CONFIDENTIAL

Please complete the application form in full using black ink in capital letters.

Position(s) applied for:

Personnel Details:

Title:		First Name:	
Surname:		Other Name(s):	
Previous Surname (if any):		Date of Change:	
Current address:			
Town:		Home tel no:	
Postcode:		Mobile no:	
Date of birth:			
National insurance No:		Email Address:	
Lived at present address since:			
Do you hold a full clean driving licence?			Yes/No
If no, please give details of any driving convictions			
Present employment (if unemployed give details of last employer)			
Company name:			
Address:			
Date of appointment:		Job title:	
Brief description of responsibilities			
Notice period Required:		Reason for leaving:	

Previous employment (paid or unpaid)			
Name and address of employers (most recent first)	Job title & brief description of main responsibilities	Dates of employment (from-to)	Reason for leaving

Secondary Education				
Qualifications				
School/College (give dates attended)	Level e.g. GCSE	Subject	Grade	Date taken mm/yy

Further Education				
Qualifications (include those to be taken)				
College/University Establishment address	Dates attended	Subjects taken	Qualifications Gained	College/University Establishment address

Professional qualifications & membership of professional bodies

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Additional information Please outline why you are interested in this post

Supporting information Please outline your relevant skills, knowledge, experience and achievements with examples to demonstrate your abilities to meet the post you have applied for?

Rehabilitation of offenders Act 1974

Please note carefully the following information

The post you have applied for is exempt from the provisions of the Rehabilitation of Offenders Act 1974; therefore applicants must disclose all criminal convictions which are regarded as 'Spent'. The reason being is the nature of the work involved (Substantial level of access to vulnerable adults) renders the post from section 4(2) of the Act in accordance with Rehabilitation of Offenders Act 1974 (Exemptions) order 1975.

You are therefore required to give details of all convictions and cautions, including spent convictions. Any information that you may give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered for at Comfort Care Services (UK) Ltd.

Have you ever been convicted/cautioned of a criminal offence? Yes/No

If Yes, please give details i.e. date(s), offence(s) and outcome(s)

Disabilities Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination, if we know you have a disability we will make adjustments to the working arrangements or the working environment, providing it is reasonable in the circumstances to do so.

Do you have a disability, which is relevant to your application Yes/No

If Yes, please state the nature of this disability

Do you believe there are any reasonable adjustments we would need to make in order for you to carry out the duties of your post?

Do we need to make any specific arrangements for you to attend an interview

Declaration

I confirm that to the best of my knowledge the information supplied on this form is correct. I authorise Comfort Care Services to obtain employment and educational references. I understand that providing false information may render any offer of employment invalid or may result in my dismissal if employment is commenced. I consent to Comfort Care Services processing my application.

Signed: _____ Date: _____

Thank you for completing the application form. Please enclose your curriculum vita.

Applicants Preliminary Questions

Please answer all questions before completing your application.

Please circle the correct answer

1. Do you have the right to work in the United Kingdom?

YES

NO

2. If you have a Visa please specify the status?

3. As part of the selection process we will be required to complete a Criminal Record Check. Are you happy for us to do this?

YES

NO

4. Please specify where you originally saw this job advertised.....

5. Which Area/County would you like to work in?

Slough

Bracknell

Reading

Maidenhead

London

6. Please specify are you looking for:

Temp work

Perm work

Weekend work

Sleep-ins

7. What shift would be best suited to you?

Morning

Evening

Afternoon

Sleep-ins

8. Can you specify what days you are available to work?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday