

STAFF APPLICATION FORM

Please use a black pen

All employment history and education history must be fully completed.

Return to:	Elly Hunt – training and recruitment manager		
Position applied for:			
How did you hear about this vacancy?			
Personal Details			
Title	Mr/Mrs/Miss/Ms	Date of birth	
First Name(s):			
Surname:			
5 years addresses Current Address:			
	postcode		
	From month/Year		
Previous address			
	postcode		
	from month/year to month/year		
Previous address			
	postcode		
	from month/year to month/year		
Next of kin details	Name:		
	Relationship to you:		
	Telephone:		
	Address:		
Contact Details : Phone Number			
Email address		Do you have the right to work in the UK?	

Rehabilitation of Offenders Act 1974		
Certain previous convictions can be regarded as ‘spent’ under certain circumstances. However, this does not apply to persons seeking employment in Registered Care Homes. You are therefore required to answer the following: Have you ever accepted a formal Police caution, been found guilty by a Court or Court Martial of an offence? ☐ No		
☐ Yes (please give details)		
Are there any outstanding proceedings which have not yet gone through the courts? ☐ No		
☐ Yes (please give details)		
Declaration: I confirm that the above Rehabilitation of Offenders information is true. If any of the above is found not to be true, any contract with Waterloo Care Ltd will end immediately.		
Signature:		Date:

Health Record**Sickness in last 12 months****Reason****Have you ever suffered from any recurrent medical or mental illness?**☐**No**☐**Yes (Please give details)****Covid Vaccination = Type of vaccine** _____**1st Vaccine Date:** **2nd Vaccine Date.****Are you or have you been registered as disabled?****Registration Number:****Certification Expiry Date:****Education – please give details of all secondary and further education – continue on separate sheet if necessary**

From To	Name of School/college/university	Qualifications

	FULL EMPLOYMENT HISTORY - 10 YEARS INCLUDING ANY GAPS IN EMPLOYMENT Current or most recent first – continue on separate sheet if necessary	
Current Employer Name (1)		
Dates of employment		
Job Held		
Responsibilities/Duties		
Reason for Leaving		
Employer name (2)		
Dates of employment		
Job Held		
Responsibilities/Duties		
Reason for Leaving		
Employer name (3)		
Dates of employment		
Job Held		
Responsibilities/Duties		
Reason for Leaving		
Dates of any employment gaps		
Reason for employment gaps		
References We require at least 3 references.		
Current Employer: Contact details – telephone and email address:		
Character/Employer reference Contact Details		
Character/Employer reference Contact details		

Reason for applying for this position

1. Why you think you are suitable
2. Previous experience
3. Any other information relevant to your application

Declaration

I declare that the information on this form is correct and I am aware that wrong information could invalidate this application or cause the termination of my employment at a later stage. I understand that any offer made will be subject to satisfactory references and DBS Adult First and DBS Enhanced Check with Barred List checks.

Signature:**Date**