PARC CARE Ltd- Ty Gwyn Mawr

**APPLICATION FOR EMPLOYMENT**

(Please complete all sections of the form)

Post applied for: Full time

 Part time

 Flexi

**How did you hear of this vacancy?**

**Mr/Mrs/Ms/Miss:**

**First Name:**

**Surname:**

**Maiden Name:**

**Marital Status:**

**Please include any other name by which you have been known since the age of 18:**

**Present Address:**………………………………………………………………………………………………………

**Telephone Number (including STD Code)**………………………………………………………………..

**Home:** ……………………………………………………………………………………………………………………..

**Mobile:** ……………………………………………………………………………………………………………………

**Business:**………………………………………………………………………………………………………………….

**Email (if applicable):** ……………………………………………………………………………………………….

**Date of Birth:**

**Age:**

Tick box if you do not want to be contacted at work

Previous addresses within the last 3 years (continue on separate sheet if necessary):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

Current or Last Employer:…………………………………………………………………………………………………….

Nature of Employment (to include your position held): ………………………………………………………

Date of commencement:……………………………………………………………………………………………………...

Current or Last Salary: £ Notice Required from Current Employer:

|  |
| --- |
| **FULL EMPLOYMENT HISTORY:** (Please list details of all employment, including the names and addresses of employers, dates employed, positions held, full or part-time working and reasons for leaving, commencing with your current or last position. All time since leaving full time education should be accounted for, and any time not spent in employment or education (listed previously) should be listed, including times spent in unemployment, voluntary work, raising a family or part-time work). Due to the nature of our business, the Company reserves the right to contact any previous employer for a reference. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** | **From: (MONTH & YEAR)** | **To: (MONTH & YEAR)** | **Position Held and Reason for Leaving:** |
|  |  |  |  |

|  |
| --- |
| **OTHER EXPERIENCE:** |

|  |
| --- |
| **EDUCATION, TRAINING AND QUALIFICATIONS:** (Schools, Colleges and Universities attended should be listed, with dates, awards and qualifications obtained and levels and grades achieved, commencing with most recent. Please give details of examinations failed). |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School: | From: (MONTH & YEAR) | To: (MONTH & YEAR) | Subject / Course Studied | Examination Results: |
|  |  |  |  |  |

**SUPPORTING STATEMENT:** (Please give reasons for your application, any career hopes that relate to the application and any qualities you have to offer to the post – please continue on a separate sheet if necessary)

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

|  |
| --- |
| **CRIMINAL OFFENCES** Rehabilitation of Offenders Act 1974. Because of the nature of the work for which you are applying, this post is exempt from the provision of the above ACT. Applicants are therefore not entitled to withhold information about convictions/cautions, which for other purposes would be regarded as ‘spent’, and in the event of employment, any failure to disclose information about convictions/cautions will result in dismissal. If you have been convicted of a criminal offence, please give details including all relevant dates in the space below. (Information given will be treated in the strictest confidence). If you have not been convicted/cautioned of a criminal offence, please indicate by stating ‘None’ in the box provided: **Please note that this post is subject to the requirement for a Disclosure Application from the Criminal Records Bureau** |

**REFERENCES:** Must include job title, address and postcode of current employer, previous employer and one character reference, who you must have known for a minimum of 12 months. The capacity in which referees are writing should be stated, e.g. former employer, colleague etc. NB. The referee listed under ‘current employer’ must be the principal person within your organisation. Please Note: We are unable to accept references from members of your immediate family. As required by legislation we verbally verify all references received.

**Current Employer**

Company name and contact ……………………………………………………………………………………………………….

Address ………………………………………………………………………………………………………………………………………….

Tel No……………………………………………………………………………………………………………………………………………..

Capacity………………………………………………………………………………………………………………………………………….

Length of time known……………………………………………………………………………………………………………………

**PREVIOUS EMPLOYER**

Company name and contact……………………………………………………………………………………………………….

Address ………………………………………………………………………………………………………………………………………..

Tel No……………………………………………………………………………………………………………………………………………

Capacity……………………………………………………………………………………………………………………………………….

Length of time known………………………………………………………………………………………………………………..

**CHARACTER REFERENCE**

Company name and contact……………………………………………………………………………………………………

Address …………………………………………………………………………………………………………………………………….

Tel No………………………………………………………………………………………………………………………………………..

Capacity…………………………………………………………………………………………………………………………………….

Length of time known……………………………………………………………………………………………………………..

**IN SIGNING THIS APPLICATION, CANDIDATES NEED TO ACKNOWLEDGE THAT THEY ARE FULLY AWARE THAT:**

* **Direct or indirect canvassing regarding their appointment will render them liable to disqualification**
* **The above information is correct.**
* **Any false information or deliberate omissions will disqualify them from employment or may render them liable for dismissal or criminal prosecution**
* **The information provided is subject to the Data Protection Act 1998. The company will process data for personnel, administrative and payroll purposes.**

Signed …………………………………………………………. Date……………………………………………………………..