

Guardian Care and Support Ltd

Job Vacancies Application



THE INFORMATION YOU PROVIDE ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1 Personal Details

Surname: First Name:

Address:

Home Tel: Mobile:

Email:

Section 2 General

Are there any restrictions to your residence which may affect your right to take up employment in the UK? Yes No

If you are successful in your application would you require a work permit prior to taking up employment? Yes No

Do you hold a full valid driving licence? Yes No

Do you have regular access to a motor vehicle? Yes No

Where did you hear about this vacancy?

Section 3 Protection of Vulnerable Adults

If the post you are applying for requires you to have a Criminal Records Bureau Check (CRB) You will be required to disclose full details of your criminal history and you must provide copies of the following forms of identification:

- Birth Certificate
- Driving Licence
- Valid Passport
- Marriage Certificate (if relevant)
- Bank Statement (less than 3 months old)
- Utility Bill (must have your current name and address and less than 3 months old)

A CRB check will be carried out for successful applicants where the post applied for involves working with vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions or current court proceedings and police enquires.

To the best of your knowledge have you ever been convicted of any offence?

Yes No

Please note : This application will not be processed unless this declaration is completed

If yes please provide any relevant information

Any information given will be completely confidential and considered only for this application

Section 4 Employment History

Present or most recent employment

Name of Employer:

Job Title:

Salary:

Duration: to

Notice:

Duties:

Reason for leaving

Section 4 Employment History...continued

Please detail your full employment history (most recent first)

Name and Address of Employer

Position:

Duration:

to

Reason for leaving

Name and Address of Employer

Position:

Duration:

to

Reason for leaving

Name and Address of Employer

Position:

Duration:

to

Reason for leaving

Section 4 Employment History...continued

Please detail your full employment history (most recent first)

Name and Address of Employer

Position:

Duration:

to

Reason for leaving

Name and Address of Employer

Position:

Duration:

to

Reason for leaving

If there are any gaps in your employment please tell us why:

Section 5 Education and Qualifications

School / College:

Duration: to

Qualifications:	Subject and Level	Grade
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

School / College:

Duration: to

Qualifications:	Subject and Level	Grade
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Section 5 Education and Qualifications ...continued

Please enter any further professional Qualifications:

Qualifications and Level

Date

Please use this section to tell us briefly about yourself and any further information that you feel will enhance your application:

Section 6 References

Please provide **TWO** referees' one **MUST** be your current or most recent employer. We will **NOT** contact either before interview, however we **WILL** contact them before any appointment offered.

(Guardian Care & Support reserve the right to request an alternative reference if deemed necessary)

Referee 1

Name of Employer:

Business:

Address:

Phone Number:

Email:

Referee 2

Name of Employer:

Business:

Address:

Phone Number:

Email:

Section 7 Declaration

Should this application be successful I agree to supply documentary evidence as requested i.e. proof of right to work in the UK, Work Permit, Passport, etc. that may be necessary to process my application for employment.

I understand that all information supplied on this application form will be kept strictly confidential and will only be used for the purpose of selection and administration. The information I have given in this application is, to the best of my knowledge, true and accurate. I accept that any false or misleading statements may be sufficient cause for rejecting my application, or if employed, may lead to my dismissal.

Print Full Name

Signature

Date



Please return this completed form to:

Guardian Care and Support Ltd,
4-6 Bridge St,
Tadcaster,
LS24 9AL