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| **Strictly Confidential** |

The details provided on this form must be CORRECT and in line with your submitted CV. Please complete the application form in full using black ink in capital letters.

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| **Position(s) applied for:**  |

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| **Personal 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 (due to driving licence not being clean), please give details of any driving convictions: |

Please give details of **present/current** employment

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| **Present employment** (if unemployed give details of last employer) |
| Company name: |
| Address: |
| Date of appointment: To:  |
| Job Title:  |
| Brief description of responsibilities:  |
| Notice Required: Reason for leaving: |
| **PLEASE LIST ALL PREVIOUS EMPLOYMENTS IN LAST 10 YEARS, CONFIRMING ANY GAPS BETWEEN JOBS (Please use additional sheet provided)** |
| **Previous Employment** |
| Company name: |
| Address:  |
| Start date: End date: |
| Job title: |
| Brief description of responsibilities: |
| Reason for leaving: |

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| **Previous employment**  |
| Company name: |
| Address: |
| Start date: End date: |
| Job title: |
| Brief description of responsibilities: |
| Reason for leaving: |

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| **Previous employment**  |
| Company name: |
| Address: |
| Start date: End date: |
| Job title: |
| Brief description of responsibilities: |
| Reason for leaving: |
| **Secondary Education**Qualifications  |
| School/College (give dates attended) | Levele.g. GCSE | Subject | Grade | Date takenmm/yy |
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| **Further Education**Qualifications (include those to be taken) |
| College/University Establishment address | Datesattended | Subjects taken | Qualifications Gained |
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| **Professional qualifications & membership of professional bodies** |
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| **Work based training/courses attended** |
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| **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 IAspire Care Services (UK) Ltd. Have you ever been convicted/cautioned of a criminal offence? Yes/NoIf Yes, please give details i.e. date(s), offence(s) and outcome(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **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/NoIf 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **References** |
| Please note that references will only be taken up if you are short listed and invited for an interview. **It is our policy to take up references prior to an interview**. Due to the nature of work, we may wish to make further enquires of previous employers in addition to the two references given. |
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| Please give details of two professional referees **whom have known you for a minimum of last two years** i.e. present or last employer (again please note if you put present employee as your referee, we will contact them to request references for you), if you have recently finished education, a teacher/tutor who will be able to comment on your suitability of this post. The third maybe someone who knows you well but is not a member of your family. References are not acceptable from relatives. |
| Present/last employer Referee | 2nd previous employer Referee | Other employment or Character Referee |
| Company: | Company: | Company: |
| Title;Name: | Title:Name: | Title:Name: |
| Address:Postcode: | Address:Postcode: | Address:Postcode: |
| Tel no: | Tel no: | Tel no: |
| Fax no: | Fax no: | Fax no: |
| Email: | Email: | Email: |
| Occupation: | Occupation: | Occupation: |
| Dates of employment:(If applicable)From: To: | Dates of employment:(If applicable)From: To: | Length of time known to you:From: To: |
| **Please use separate sheet for any additional information** |
| How long have you lived at your current address? Years:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Months:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If less than five years, please give details of previous addresses covering the last five years and state length of time spent at each? |
| Address:Postcode:Period Covered: | Address:Postcode:Period Covered: | Address:Postcode:Period Covered: |
| Please continue on a separate sheet if necessary |
| **Declaration**  |
| I confirm that to the best of my knowledge the information supplied on this form is correct. I authorise IAspire 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 IAspire Care Services processing my application.Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Thank you for completing the application form.

**Applicants Preliminary Questions**

Please answer all questions before completing your application.

Please tick relevant box

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

 YES NO

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

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1. 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

1. Please specify where you originally saw this job advertised……………………….
2. Please specify what you are looking for:

Full-time Part -time Weekend work Sleep-ins

1. What shift would be best suited to you?

 Morning Evening Afternoon Sleep-ins

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

 Monday Tuesday Wednesday Thursday

 Friday Saturday Sunday

**RECRUITMENT MONITORING FORM**

**S T R I C T L Y C O N F I D E N T I A L**

IAspire Care aims to be an equal opportunities employer and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, IAspire Care requests that all applicants complete this form. In accordance with Data Protection Act 1988, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

1. Surname

2. Forename

3. Home address

4. Home post code

5. Contact number

6. Date of birth

7. Gender Male Female

8. **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Ethnicity – Please chose ONE section from A to E, then tick the appropriate box to indicate your cultural background

1. **White D. Black or Black British**

 British Caribbean

 Irish African

 *Any other, please state: Any other, please state:*

1. **Mixed E. Chinese or other ethnic group**

White and Black Caribbean Chinese

White and Black African Other

White and Asian *Any other, please state:*

*Any other, please state:*

1. **Asian or Asian British**  **F.**  **I do not wish to provide this information**

 Indian

 Pakistani

 Bangladeshi

 *Any other, please state:*

10 Is your age between (please tick):

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| --- | --- | --- | --- | --- | --- |
| 16–24 | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | 25–29 | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | 30–39 | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 |
| 40–49 | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | 50–59 | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | 60 or over | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 |

11 How would you describe your sexual orientation (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | Bisexual | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | Lesbian | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 |
| Gay | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | Other | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | Prefer not to say | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 |

13 Where did you hear about this job (please tick)?

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| --- | --- | --- | --- | --- | --- |
| Newspaper (please specify which one) | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | Friend | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | Recruitment company | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 |
| Company website | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 | Other | http://employment.practicallaw.com/jsp/imageFinder.jsp?item=:10821944 |  |  |