

Greenfield Community Care Ltd
17 Bromford Lane, Erdington, Birmingham, B24 8JT
Tel: 0121 384 7769 email: greenfieldcommunitycare@hotmail.co.uk

Job Application Form

PLEASE COMPLETE USING BLACK INK AND WRITE IN BLOCK CAPITALS

All information disclosed in this application form is strictly subject to the DATA PROTECTION ACT 1998 subject to any relevant amendments. Application forms of unsuccessful applicants will be destroyed after 6 months. It is the policy of the agency to protect and keep secure all personal data collected.

Which position are you applying for? _____

How did you hear about this vacancy? _____

PERSONAL DETAILS

Title _____ Surname _____

First Name _____

Address _____ Town _____

City _____ Postcode _____

Tel: _____ Mobile _____

National Insurance Number _____

Do you hold a full UK Driving Licence? Yes () No ()

If yes do you have access to a vehicle? Yes () No ()

EMERGENCY CONTACT DETAILS

Print Name _____ Tel: _____

Address _____

PRESENT/LAST EMPLOYMENT

Company Name _____

Address _____

City _____ Postcode _____

Tel: _____ Fax _____

Date Start _____ Date Left _____ Salary £ _____

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PREVIOUS EMPLOYMENT DETAILS

START DATE	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND BRIEF DETAILS/ RESPONSIBILITIES	END DATE	REASON FOR LEAVING

CONTINUE ON THE BACK OF THIS PAGE IF NECESSARY

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EDUCATION AND TRAINING

SCHOOL/COLLEGE UNIVERSITY	LOCATION	FROM/TO DATES	QUALIFICATIONS/ GRADES OBTAINED

CONTINUE ON THE BACK OF THIS PAGE IF NECESSARY

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EXEMPTION FROM THE REHABILITATION OF OFFENDERS ACT 1974

The nature of the work you are registering for is exempt from the provisions of the rehabilitation of offenders act 1974 by virtue of the rehabilitation of offenders (exception) order 1975. Accordingly, it is a requirement that **all previous convictions and/ or cautions must be declared**, even those which would otherwise be regarded as “spent” details of any convictions and or cautions must be recorded on this registration form.

Any such information given will be treated confidentially and considered only in relation to this application for registration. In the event of an appointment being offered, any failure to disclose such convictions or cautions could result in disciplinary action or dismissal from the company.

DETAIL ANY CRIMINAL CONVICTIONS OR CAUTIONS (IF NO CONVICTIONS OR CAUTIONS WRITE “NONE”).

YOU MAY CONTINUE ON AN ADDITIONAL SHEET OF PAPER IF NECESSARY

REFEREES

PLEASE GIVE FULL DETAILS OF TWO REFEREES. **RELATIVES OR FRIENDS ARE NOT ACCEPTABLE.** REFERENCES MUST BE FROM PROFESSIONAL PERSONS ONLY E.G. CURRENT/PREVIOUS EMPLOYER, COLLEGE OR UNIVERSITY.

1ST REFERENCE

2ND REFERENCE

NAME	NAME
ADDRESS	ADDRESS
POSTCODE	POSTCODE
TEL:	TEL:
FAX:	FAX:
JOB TITLE	JOB TITLE
IN WHAT CAPACITY ARE THEY KNOWN TO YOU?	IN WHAT CAPACITY ARE THEY KNOWN TO YOU?

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DECLARATION

Please sign and date below to confirm that you have read and understood the declaration. The information provided is true to the best of my knowledge and belief. If any part is found to be untrue it will be considered as breach of contract and may warrant summary dismissal.

PRINT NAME IN FULL _____

SIGNED _____ **DATE** _____

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FOR OFFICE USE ONLY

Candidate _____ **Position** _____ **Date** _____

Date and Time of Interview _____

Position Offered _____ **Start Date** _____

Hourly Rate: Mon-Fri _____ **Sat-Sun** _____

Or Salary _____

Full Time 40 Hours	Part Time 20 Hours	Bank (if required)
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Eligibility to work in the UK (tick to indicate items provided):

- Current Passport/Home Office Letter**
- Birth/Marriage Certificate**
- P45/P60/NI Card/ Letter from Inland Revenue (Please note that National Insurance cards are invalid as a form of Identification)**
- College Letter confirming eligibility to work 20 hours in term time.**
- Identification Card (only valid as ID if the applicant is a citizen of a state of the EU)**

PLEASE PHOTOCOPY PROOF OF IDENTIFICATION FOR PERSONNEL FILE

Proof of Training/Qualifications supplied (Tick check boxes):

	NVQ in Care
	First Aid Certificate
	Food and Hygiene Certificate
	Lifting and Handling Certificate
	Other

PLEASE PHOTOCOPY CERTIFICATES FOR PERSONNEL FILE