

APPLICATION FORM

(Please complete this application in BLOCK CAPITALS and **black ink**)

[It is important that you read the enclosed Job Description and Person Specification before completing this form as it is the first stage of our recruitment and selection process and we want you to provide us with as much relevant information about yourself as possible]

Position applied for:	Part/Full Time:
Closing Date:	

SECTION ONE: PERSONAL DETAILS

Surname:	Title:	Other Name(s):
Address:	Home / Daytime Contact Number:	
	Evening Telephone Number:	
	Mobile:	
	Email:	

SECTION TWO: EMPLOYMENT HISTORY

[List all your employment in date order, starting with your current or most recent employer and ending with your first, including any part-time or unpaid work. Please ensure that you explain any gaps in your employment]

Employers Name and Address	From	To	Job Title	Reason for Leaving
Current or most recent employer:				
Previous employer:				
Previous employer:				
Previous employer:				
Previous employer:				

SECTION THREE: QUALIFICATIONS AND TRAINING

[Please use this section to list the educational establishments you have attended, from secondary school onward and any qualifications you obtained. Use the separate box to detail any non-qualification courses that you have attended]

School, College or University Attended, give country if not UK	From	To	Qualification Obtained	Dates

Non-Qualification courses attended	Dates

Languages spoken / written:

SECTION FOUR: EXPERIENCE

[Use this section to detail the experience you have that would allow you to successfully do the job you have applied for]

SECTION FIVE: KNOWLEDGE

[Use this section to detail the knowledge you have that would allow you to successfully do the job you have applied for]

SECTION SIX: SKILLS

[Use this section to detail the skills you have that would allow you to successfully do the job you have applied for]

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SECTION SEVEN: SPECIAL CONDITIONS

[Use this section to confirm that you are able to meet any special condition contained in the person specification]

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SECTION EIGHT: FURTHER INFORMATION

[Use this section to provide us with any further relevant information about yourself]

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SECTION NINE: REHABILITATION OF OFFENDERS ACT

[Please note, any information relating to police checks should include any Warnings, Reprimands, Cautions, Criminal Offences regardless of whether spent or not. Declaration subject to the Rehabilitation of Offenders Act, 1974]

Have you ever been convicted of a criminal offence or cautioned?	YES	NO
If 'Yes' please give full details:		

SECTION TEN: VISA / PASSPORT INFORMATION

[Please note you will be required to bring your passport to interview along with any other relevant Visa or Work Permit documentation]

Do you hold a UK or EEC Passport?	YES	NO	
If not is your visa one of the following:	Indefinite Leave to Remain in the UK?	YES	NO
	Dependant Visa?	YES	NO
	Student Visa?	YES	NO
	Other?		
Do you already hold a Work Permit for the post you currently hold in the UK?	YES	NO	

SECTION ELEVEN: REFERENCES

*[Give the names and full addresses of two referees who can provide an assessment of your suitability for this post. Referees must be from either your current employer and previous employer. Dynamic Support reserves the right to approach any previous employer. If you are a student, please provide your college tutor's details, and one personal reference – **note this cannot be provided by a member of your family]***

Name		Name			
Job Title		Job Title			
Business Name		Business Name			
Address		Address			
Telephone		Telephone			
Email		Email			
Can we approach this referee before interview?	YES	NO	Can we approach this referee before interview?	YES	NO

SECTION TWELVE: DECLARATION

I declare that to the best of my knowledge the foregoing information is correct and agree that Dynamic Support can approach previous employers for references. I note that should any answers to the questions on this application be found to be false within the knowledge of the candidate, or should there be any omission or suppression of any material fact the candidate, if appointed, will be liable to be dismissed. If this application is unsigned on submission, Dynamic Support will assume that the candidate has read, understands and agrees to this declaration.

Signature of Applicant:..... Date:..... / /

On completion, this application form should be returned to:

**Dynamic Support
Human Resources Department
Suite E3 Gemini House
Hagreaves Road
Groundwell Industrial Estate
Swindon
SN25 5AZ.**

**Telephone: 01793 238 224
Email: info@dynamic-support.org**

Data Protection Act 1984 & 1998

The information contained on this application form will be used by staff of Dynamic Support to make decisions about your suitability for the post for which you have applied. The information requested is relevant to this purpose and obtained in order for Dynamic Support to comply with requirements placed on it as a Care Home. Where your application is successful, Dynamic Support may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998