



First Floor Offices (6-11) Britannia Works,
Halifax, England, HX3 6AE

01274 735 221

synchronisedcare.co.uk

Application for Employment – Confidential

Our Organisation is an equal opportunities employer and welcomes applications from all. We apply objective scoring to our recruitment and selection process and advise you to look to the job description and person specification for guidance as to the requirements of the job role to which you are applying.

Information provided to us on this form will be treated as confidential personal information which will be handled in line with the Data Protection Act

Application for position of: _____

Where did you see this position advertised?: _____

Personal Details

Title: Mr Mrs Miss Ms Other	Address:
Forename:	
Surname:	Postcode:
Telephone Number:	Email Address:

Interview

Are you available for an interview on the date specified? If specified?	Yes / No
If not, please provide your earliest available date(s) for the interview.	
If you have a disability, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.	<i>E.g. ground floor venue, sign language, interpreter, audio loop...</i>

Application Reference Number:

Driving

Do you have a valid driving licence?	Yes / No
Please provide details of any endorsements.	
Do you have access to a car for work purposes?	Yes / No
Do you have or will you obtain business use insurance?	Yes I have / Yes I will obtain for my start date / No

Current/Most Recent Employment

Name of employer:		Position Title:	
Employer address:		Start Date:	
		Salary:	
Postcode:		Contract Type:	
Telephone Number:		Date of leaving/notice required:	
Reason for leaving:			

Position Responsibilities:

Application Reference Number:

Employment History

Please provide a minimum of ten years' employment history unless you have fewer years of employment. Please indicate what you were doing in any gaps in your employment.

Name and address of employer	Job Title and Duties	Salary upon leaving	Reason for leaving	Years and months with employer
	Job Title: Duties:			
	Job Title: Duties:			
	Job Title: Duties:			
	Job Title: Duties:			

Application Reference Number:

References

You are required to provide a reference from your current or most recent employer. If you have come directly from education, please provide a referee from your last place of education or training.

Referee 1		Referee 2	
Please indicate referee type: Employer/Academic		Please indicate referee type: Employer/Academic	
Name of referee		Name of referee	
Relationship to you (e.g. line manager)		Relationship to you (e.g. line manager)	
Referee's job title		Referee's job title	
Name of company		Name of company	
Address including postcode		Address including postcode	
Email address		Email address	

Professional memberships

The position requires the post holder to be a member of a number of professional associations and to hold specific licences as detailed as per the job description/Person Specification

Licence/Professional Association name	Membership level / licence detail	Date of issue	Date of expiry	Held since (date)

Application Reference Number:

Convictions and the Disclosure Barring Service

This position is exempt from the Rehabilitation of Offenders Act 1974. As such you are required to disclose both spent and unspent convictions as you will be working in an area which is categorised as “Regulated Activity”. Any job offer made to you will also be provisional subject to receipt of a satisfactory Enhanced Disclosure and Barring Certificate.

Conviction / Caution / Reprimand / Warning	Date of conviction	Spent or unspent	Date will be spent

Failure to reveal information relating to convictions that you are required to identify could lead to withdrawal of an offer of employment.

Unspent Convictions

The position to which you are applying is protected by the Rehabilitation of Offenders Act 1974. You do not have to declare spent convictions. You are however required to disclose any unspent convictions.

Conviction / Caution / Reprimand / Warning (Please indicate all details for each)	Date of conviction	Spent or unspent	Date will be spent

Failure to reveal information relating to convictions that you are required to identify could lead to withdrawal of an offer of employment.

Application Reference Number:

Disclosure and Barring Certificate

The position to which you are applying is subject to an enhanced DBS Certificate.

Do you have a DBS Certificate? If yes, what is its issue date?	Have you registered for the online DBS update service	If you have a disclosure, is this standard or enhanced?	Do you give permission for us to access your online DBS information?

Qualifications

The role is subject to essential qualifications as listed on the Job Description. Please list all qualifications you hold.

Please enter your most recent qualifications at the top and work backwards through dates achieved.

Name of qualification	Subject(s) covered	Level of qualification & grade achieved	Date qualification awarded	Institute you achieved this through (School/Training Co. name)

Application Reference Number:

Suitability

Please refer to the job advert, Job Description and Person Specification as well as the company website to complete this section. Please continue on a separate piece of paper if needed.

Skill/Knowledge/Experience	Provide details on how you meet this criteria
Previous experience in a Care Environment as an employed worker or unpaid worker	
Ability to actively listen and understand the importance of doing so.	
Ability to work on own initiative	
Knowledge of how to promote dignity and privacy	
Company values	Provide details on how you meet this criteria
The right of independence will be respected and encouraged for all Service Users.	
Personal choice in opportunities and lifestyle	
Understanding the importance of confidentiality	
Specifics	Provide details on how you meet this criteria
Understand the importance of recognising that everyone has different values, culture and beliefs.	

Application Reference Number:

Health and Safety compliance is key in this role	
Safeguarding compliance is key in this role	
<p>What particular strengths do you believe you would bring to this role?</p>	

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.
3. I hereby give my consent to the Company processing the data supplied on this application for the purpose of recruitment and selection.

Print Name: _____

Signature: _____

Date: ___/___/_____



Application Reference Number: