**Vacancy title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please tell us how you heard about this vacancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Personal details:** |

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| --- |
| **Full Name:** |

|  |
| --- |
| **Address:**  **Postcode:** |

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| --- |
| **Email address:** |

|  |
| --- |
| **Date of Birth:** |

|  |
| --- |
| **Home telephone number:** |

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| --- |
| **Mobile number:** |

|  |
| --- |
| **National insurance number:** |

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| **Driving Licence: Do you hold a full, clean driving licence valid in the UK?** | **YES:** | **NO:** |

|  |  |  |
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| **Do you have access to a vehicle:** | **YES:** | **NO:** |

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| **How did you hear about palm2palm?** |
| **Please explain why you would like to work for palm2palm?** |
| **Why do you think we should employ you?** |

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| **Preferred hours:** |

**Please Tick: Full Time: Part Time:**

**We like our employees to be able to work flexibly across the week and need to know when other commitments mean you are not available for work:**

**Please tick when you are available:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Early shift**  **07.00 – 14.00** |  |  |  |  |  |  |  |
| **Late shift**  **15.00 – 22.00** |  |  |  |  |  |  |  |

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| --- | --- | --- |
| **Education/Qualifications:** | | |
| **School (11+)** | **Qualifications and Grade** | **Date obtained** |
|  |  |  |
| **College/University** | **Qualifications and Grade** | **Date obtained** |
|  |  |  |
| **Ongoing Professional Development** | **Qualifications and Grade** | **Date obtained** |
|  |  |  |

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| --- | --- | --- |
| **School (11+)** | **Qualifications and Grade** | **Date obtained** |
|  |  |  |
| **College/University** | **Qualifications and Grade** | **Date obtained** |
|  |  |  |
| **Ongoing Professional Development** | **Qualifications and Grade** | **Date obtained** |
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| **Training and Development:** |

**Please use the space below to give details of any training which you completed which is relevant to the post you’re applying for:**

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| --- | --- |
| **Training course:** | **Course Details:**  **(Including completion date and Certificate’s).** |
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| **Employment History:** |

Previous employment: Please include any previous experience (paid or unpaid), starting with your most recent employee.

**Current or most recent employer**

|  |  |
| --- | --- |
| **Name of Employer:** | |
| **Address:** | |
|  | |
| **Postcode:** | |
| **Phone Number:** | |
| **Email Address:** | |
| **Position held:** | |
| **Date Started:** | **Leaving date:** |
| **Reason for Leaving:** | |
| **Contact name of Manager for Reference:** | |
| **Brief Description of duties:** | |

**Previous employer**

|  |  |
| --- | --- |
| **Name of Employer:** | |
| **Address:** | |
|  | |
| **Postcode:** | |
| **Phone Number:** | |
| **Email Address:** | |
| **Position held:** | |
| **Date Started:** | **Leaving date:** |
| **Reason for Leaving:** | |
| **Contact name of Manager for Reference:** | |
| **Brief Description of duties:** | |

**Previous employer**

|  |  |
| --- | --- |
| **Name of Employer:** | |
| **Address:** | |
|  | |
| **Postcode:** | |
| **Phone Number:** | |
| **Email Address:** | |
| **Position held:** | |
| **Date Started:** | **Leaving date:** |
| **Reason for Leaving:** | |
| **Contact name of Manager for Reference:** | |
| **Brief Description of duties:** | |

**Previous employer**

|  |  |  |
| --- | --- | --- |
| **Name of Employer:** | | |
| **Address:** | | |
|  | | |
| **Postcode:** | | |
| **Phone Number:** | | |
| **Email Address:** | | |
| **Position held:** | | |
| **Date Started:** | **Leaving date:** | |
| **Reason for Leaving:** | | |
| **Contact name of Manager for Reference:** | | |
| **Brief Description of duties:** | | |
| **CRIMINAL RECORD DISCLOSURE:** | | |
| **Disclosure and Barring Service (DBS) checks – Do you have a current DBS or CRB Certificate?** | | **YES / NO** |
| **If NO, are you prepared to pay the fee necessary to perform a DBS check?** | | **YES / NO** |
| **Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders ACT 1974? If “YES” please give details below.** | | **YES / NO** |

|  |  |
| --- | --- |
| **Date of offence:** |  |
| **Details:** |  |
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| **Please state why you think the offence you have committed should be disregarded in our consideration of your application for the Care/Reablement role** | |
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| **Date of offence:** |  |
| **Details:** |  |
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| **Please state why you think the offence you have committed should be disregarded in our consideration of your application for the Care/Reablement role** | |
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| **Date of offence:** |  |
| **Details:** |  |
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| **Please state why you think the offence you have committed should be disregarded in our consideration of your application for the Care/Reablement role** | |
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| **Are you subject to any conditions relating to your employment in this country?** | **YES / NO** |

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| **If “Yes” please use the space below to tell us what these are?** |
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**If you need us to make any adaptions for your interview to accommodate any disability you may have please tell us what these should be? ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EQUAL OPPORTUNTIES POLICY:-**

Palm2Palm care and Reablement services is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity.

**DATA PROTECTION STATEMENT:-**

The information you provide on this form and obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment and selection process. If you succeed in your application and take employment with pal2palm, the information will be used in the administration of your employment with palm2palm. We may also use the information if there is a complaint relevant to this recruitment and selection process. We may check the information collected with third parties or with other information held by palm2palm. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are consenting to the processing of personal data.

**UNDERTAKING: -** I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that should I have deliberately made a false statement on this form, any job offer could be withdrawn, or the continuation of employment put at risk, I authorise palm2palm to process and store all my information contained on this application form for the purpose of recruitment and as outlined above. I authorise palm2palm to obtain references to support this application (subject to the restrictions above) and release palm2palm and referees from any liability caused by giving and receiving any information.

|  |  |
| --- | --- |
| **FULL NAME:** |  |
| **SIGNATURE:** |  |
| **DATE:** |  |

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| --- | --- |
| **If appointed the position you have applied for, when could you start?** |  |
| **Give period of notice required if applicable:** |  |
| **Do you have any holidays prebooked?** |  |
| **If so please clarify dates booked:** |  |

**REFERENCES: - Please give details of two references:**

|  |  |
| --- | --- |
| **Name of referee: (1)** |  |
| **Relationship of referee:** |  |
| **Company Name:** |  |
| **Address:** | **Postcode:** |
| **Telephone Number:** |  |
| **Email Address:** |  |

|  |  |
| --- | --- |
| **Name of referee: (2)** |  |
| **Relationship of referee:** |  |
| **Company Name:** |  |
| **Address:** | **Postcode:** |
| **Telephone Number:** |  |
| **Email Address:** |  |