

Job Application Form

Fit4Care UK Ltd is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, Marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections of the form. If any section does not apply to you, enter not applicable (n/a).

1. Vacancy Details This section must be completed

Job title:

Service Area:

2. Personal Details

First
name(s):Last
name:Title: e.g.
(Mr,Mrs,Ms):

Address:

Postcode:

Daytime tel. no:

Evening tel. no:

Mobile tel. no:

Email:

Please indicate if you are happy to receive
correspondence via your email address e.g. invite to
interview letter

Yes No

National Insurance Number; if you have
one

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Do you hold a current UK driving licence (if this is a
requirement of this job):

Yes No

NMC Pin

3. Arrangements for interview

Fit4Care UK Ltd is committed to employ, keep and develop the abilities of disabled employees. In order for you to benefit from our commitments, please let us know that you have a disability and if you require any particular arrangements when attending an interview.

Yes No

If yes, please give details so that we can accommodate them.

4. Education/Qualifications (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date awarded
Month	Year	Month	Year				

Please continue on a separate sheet if necessary.

5. Previous Employment & Experience (include voluntary or other relevant experience. Please explain any gaps in your employment history, whether this is due to ill health, unemployment, travel, career break etc).

From		To		Employer	Job Title	Reason for change
Month	Year	Month	Year			

Please continue on a separate sheet if necessary.

6. Present or Most Recent Employment (if any)

Job title: _____ Employer: _____

Salary: _____

Date Started: _____ Date left (if applicable): _____

Address: _____

Postcode: _____

Please outline your role and responsibilities:

Reason(s) for leaving (if applicable): _____

Availability to start work: _____

7. General Information

a) Are you related to any employee of Fit4Care?

Yes No

If Yes please provide details:

Name: _____

Position: _____

Relationship: _____

c) What languages can you speak? Please state:

e) Employment type ?

Permanent

Temporary

Contract

b) Have you ever applied for a vacancy with Fit4Care UK Ltd before? (Please note that you are not eligible to apply for a vacancy if you have applied previously within the last six months).

Yes No

If yes please provide details:

d) Have you ever been employed/ or offered employment by Fit4Care UK Ltd before?

Yes No

If yes please provide details:

8. Dismissal

Have you ever been dismissed from work?

Yes No

If yes, please give details:

9. Rehabilitation of Offenders Act 1974

Due to the nature of Fit4Care's work, many of our posts are exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore obliged to provide details of their criminal record, including spent convictions, at an early stage of the application process. Please note that failure to reveal information that is directly relevant to the position may lead to withdrawal of the offer of employment or subsequent dismissal at a later date. Successful applicants will be required to complete an enhanced disclosure prior to commencing employment.

We would like to stress that having a conviction will not necessarily prevent you from gaining employment with us.

Please note the successful applicant will be subject to checks by the Disclosure and Barring Service.

Do you have any current or spent convictions /cautions / reprimands or warnings? Yes No

(Please note that applicants applying for some office administrative roles are not eligible for a DBS check and are therefore exempt from providing the above information)

If you answered yes please provide details of type and date of offence(s)

If you require further space, continue on a separate sheet, in an envelope marked "Private and Confidential" and attach to this form.

10. Eligibility to Work in the UK

Are you entitled to work in the UK without having a work permit?

Yes No

Are you a European Economic Area (EEA) Citizen?

Yes No

Please note: all candidates who are invited for interview will be asked for documentary proof of entitlement to work in the UK (i.e. birth certificate or passport showing EEA Citizenship or entitlement to work in the UK, National Insurance card, P45 or P60 showing name or NI number, visa or letter from the Home Office showing right to work in the UK).

11. References Please provide details of two referees; one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references. Please put a cross in the appropriate box(es) below if you do not wish us to take up a reference without your consent.

Name: _____ Company: _____

Address: _____

Postcode: _____

Tel. no: _____

Email: _____

Job Title: _____

Relationship to
you: _____

If this person knows you by another name, please give
that: _____

Name: _____ Company: _____

Address: _____

Postcode: _____

Tel. no: _____

Email: _____

Job Title: _____

Relationship to
you: _____

If this person knows you by another name, please give
that: _____

12. Other information in support of your application

In order for us to decide whether to call you for an interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job. You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and job title.

13. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by Fit4Care UK Ltd in the monitoring and progression of its employment policies and practices, and in particular it's Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I, (print name): _____ consent to Fit4Care UK Ltd recording and processing the information detailed in this application form. I understand that this information may be used by Fit4Care in pursuance of its business purposes and my consent is conditional upon F4C complying with their obligations under the Data Protection Act 1998.

I confirm that the information contained in this application form is correct.

Signature: _____

Date: _____

Application forms not fully completed may be refused.

You are not eligible to apply if you already have an application currently under consideration, or you have previously applied to any Fit4Care UK Ltd vacancies within the last six months.

Recruitment Monitoring

(It is not a requirement of the application form to complete this section, however if you are offered employment by F4C you will be required to supply this information for our recruitment monitoring purposes.)

Name: _____

Gender Female Male

Position applied for: _____

Job ref number: _____

Date of Birth: _____ Age: _____

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Are you currently employed? Yes No

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

Marital Status

Single Married Civil Partnership
Divorced Widowed Other

A. White

British Irish
Roma Albanian/Kosova
Bosnian
Other, please state: _____

Religion

Church of England Roman Catholic Judaism
Islam Hinduism Sikhism
Buddhism None
Other, please state: _____

B. Mixed

White and Black - Caribbean
White and Asian
White and Black - African
Asian and Black
Other, please state: _____

Job Advertisement

How did you first find out about this job? Please specify the source or publication.

Jobcentre Plus
Forward
Birmingham Mail
Other Newspaper (please specify): _____
Professional Journal (please specify): _____
Careers Open Day (please specify): _____
Referred by Fit4Care UK Ltd Employee (Please specify): _____
Fit4Care UK Ltd Website
Website, other (please specify): _____
Our advertisement banner
Word of Mouth
Other (please specify): _____

C. Asian or Asian British

Indian Kashmiri
Pakistani Bangladeshi
Other, please state: _____

D. Black or Black British

Caribbean African
Other, please state: _____

E. Chinese or other ethnic group

Chinese Afghan Arab
Kurdish Vietnamese
Other, please state: _____

Nationality

What is your nationality? Please state below:

Check List

Ensure all relevant sections of the application form are completed. Please tick yes or no to indicate.

SECTIONS	COMPLETED	
1	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Website: www.fit4care.uk

Return completed form to HR@fit4care.uk