

JOB APPLICATION FORM



Title of the job you are applying for

First names:

Surname:

Address:

Postcode:

Home telephone no:

Work telephone no:

Mobile no:

Email:

National Insurance no:

Do you have use of your own car?

Yes

No

Do you hold a full clean UK driving licence?

Yes

No

Are you eligible to work in the UK?

Yes

No

Do you have any unspent criminal convictions?

Yes

No

Please give details of your education

(please include all qualifications and any work related training)

Date

Name of school / college / university

Qualifications

**Please tell us about your employment history
(starting with your current or most recent position)**

Date

Name and address of employer

Position held, include a brief description of duties and reason for leaving

Please use this space to tell us why you are interested in this post and give details of any other information that you feel might support your application for the job. Please include details of any voluntary work or community activities (you may continue on a separate sheet if necessary).

Please give the names and contact details of two people (one of whom should be a recent employer) who can provide a reference for you.

Name		Name	
Address		Address	
	Postcode		Postcode
Telephone no.			
Email		Email	
Relationship to you		Relationship to you	
May we contact prior to interview	<input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact prior to interview	<input type="checkbox"/> Yes <input type="checkbox"/> No

How did you hear about this position?

When would you be free to start work if we were to offer you the job?

Have you ever applied for a job at Help and Care before? Yes No

If yes, what was the job title?

When did you apply?

Declaration

I declare that the details I have given on this application form, and in any supporting documents, are true and complete to the best of my knowledge and belief. I understand that if I have given false information and I have been given the job on the information I have provided, I could be dismissed.

Signed

Date

From time to time Help and Care or agents working on behalf of Help and Care may use your data for research and analysis purposes or in order to contact you. In the future we may wish to contact you to let you know about our service, events or projects. If you do not wish to receive further information, please tick the relevant box(es). Telephone Post

If you are happy for us to contact you by email, please tick here.

You may give Help and Care notice at any time if you no longer wish to receive direct marketing communications.

Unsuccessful applicants are kept on file for six months, before being confidentially destroyed. Staff application forms are kept in our personnel files.

Please return this form to:

Human Resources Department

Help & Care

19 Southbourne Grove

Bournemouth

BH6 3QS



INVESTOR IN PEOPLE

help&care

0300 111 3303

vacancies@helpandcare.org.uk

www.helpandcare.org.uk

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