



## 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 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, using the person specification criteria. 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 \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Telephone no. \_\_\_\_\_  
 Email \_\_\_\_\_  
 Relationship to you \_\_\_\_\_  
 May we contact prior to an interview?  Yes  No

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Telephone no. \_\_\_\_\_  
 Email \_\_\_\_\_  
 Relationship to you \_\_\_\_\_  
 May we contact prior to an interview?  Yes  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 based 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 services, 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 applications 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 and Care  
 The Pokesdown Centre  
 896 Christchurch Road  
 Bournemouth  
 Dorset  
 BH7 6DL



INVESTORS IN PEOPLE



[vacancies@helpandcare.org.uk](mailto:vacancies@helpandcare.org.uk)  
[www.helpandcare.org.uk](http://www.helpandcare.org.uk)

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