



Application Details

Position:

Location:

Personal Details & Contact Information

Title:

Address:

Fore Names:

Surname:

Postcode:

National Insurance No:

Tel:

Email:

Mobile:

Current Employment

Company Name:

Company Address:

Tel:

Email:

Postcode:

Current Position:

Salary:

Date Appointed:

Notice Period:

Brief Summary of Duties:

Previous Employment

PLEASE NOTE: It is a regulatory requirement to state ALL PREVIOUS posts held and that any gaps in employment are accounted for (*examples: job seeking, raising a family, caring for relative*) Please give dates of all employment.

Employer	Post Held	From	To	Reason for Leaving

Education & Qualifications

General Education, including Vocational Qualifications		
Secondary School / Further Education	From	To
Qualifications Obtained, <i>including grade:</i>		

Professional Qualifications		
Qualification Obtained	Date	Grade

Further Study
Details of Qualifications / Courses currently being studied:

General Information

Statement	Yes	No
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Do you require a work permit?		
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Do you possess a current FULL driving licence?		
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Do you own a car?		
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<i>Please give details of any endorsements / penalty points:</i>

Are you related to, or partner of, any employee of Values in Care?
<i>If 'Yes' please give details:</i>

Do you wish to make us aware of any factors that may influence your ability to do this job?
<i>If 'Yes' please give details:</i>

Disclosure & Barring Service

You are required to disclose anything that may appear on an enhanced Disclosure & Barring Service (DBS / CRB) disclosure. Failure to disclose Offences, Cautions, Reprimands, Etc. at this stage or at interview may result in your offer of employment being retracted – once your DBS check is received.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Values in Care Ltd. Any information given will be completely confidential.

Have you ever been cautioned, reprimanded or convicted of a criminal offence? /
Do you have any hearings pending?

YES

NO

If 'Yes' please provide details below.

Are you listed on the Protection of Vulnerable Adults (POVA) list or any other barred list?

Yes

NO

If 'Yes' please provide details below.

References

Please provide two referees. One must be your present / most recent employer. We will only accept non employment references (personal) if it is not possible to obtain two employer references. Your references must cover the last two years of employment, if you have had more than two jobs in this time please use an additional sheet to provide referee details. Please also provide on a separate sheet the contact details of any previous employment in the care sector – we will attempt to obtain references in respect of any previous care work.

Reference One – Current / Most Recent Employer

Company Name:
Contact Name:
Contact Job Title:

Address:
Postcode:

Email:

Tel:

Reference Two

Company Name:
Contact Name:
Contact Job Title:

Address:
Postcode:

Email:

Tel:

Character Reference

Name:
Relationship to Referee:

Address:
Postcode:

Email:

Tel:

We will only contact your current employer for a reference before an offer of employment is made if we have your express permission.

Is it OK to contact your employer before an offer of employment is made?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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Supporting Information

This information will be used to shortlist your application. Please supply any additional information which appears relevant. Such information might include skills, experience, training, achievements. It is essential that you illustrate how you meet the criteria in each section of the person specification.

(Use a separate sheet if necessary)

I understand that the appointment, if offered, will be subject to the information given on this form being correct and that falsifying an application and/or canvassing will disqualify applicants or, if appointed, render him/her liable to disciplinary action, including dismissal. I also understand that the appointment will be subject to a satisfactory health screening.

Signature

Date

Please Return to:
Human Resources
Tredomen Innovation & Technology Centre
Tredomen Business Park
Ystrad Mynach
Hengoed
CF82 7FQ

You are required to complete this application form and associated documents in the application pack fully. If your application pack is received 'not fully completed' or does not provide enough information it may be returned to you for further information or considered to be an 'unsuccessful' application at the shortlisting stage.