

Application Form

Thank you for your interest in job opportunities with Ideal Care Homes. Please complete **all** sections of the application form in **black ink**.

| Personal Details | | Mr / Miss / Mrs / Ms | | | Please complete all sections | | |
|---|--|---|----------|--------|------------------------------|--|--|
| Surname: | | Phone Number | Home | Mobile | | | |
| First Names: | | | | | | | |
| Address: | | Previous * address: (If current address less than 5 years) | | | | | |
| Postcode: | | Email: | | | | | |
| Length of time at address: | | National Insurance No. | | | | | |
| Date of Birth: | | Drivers Licence: | Yes / No | | | | |
| Give details of Work Permits, VISAs, Leave to Remain etc that allow you to work legally in the UK - include expiry dates. | | | | | | | |

*Please continue on a separate sheet if necessary

| The Job you are applying for: | | | Please complete all sections | | | |
|-------------------------------|-----------------------------|----|--|---------------------------------|-----------------------------|--|
| Position/s: | | | How did you hear about the vacancy? (Please circle) | Advert Job Centre Website | Leaflet Banner Friend | |
| Preferred Shift | Days Nights Eves F/T P/T | | | | | |
| Care Home: | | | Do any members(s) of your immediate family currently work at Ideal Care Homes (Please circle and if yes list names) | YES/NO 1. 2. 3. | | |
| Education & Training | | | Please complete all sections | | | |
| School Attended | From | To | Exams passed - Subject | Grades | Year | |
| | | | | | | |
| | | | | | | |
| University/College | From | To | Exams passed - Subject | Grades | Year | |
| | | | | | | |

| | | | |
|-------------------------|--|--|--|
| Relevant NVQ's Obtained | | Other relevant qualifications obtained | |
|-------------------------|--|--|--|

| Full Employment History | | | Please complete all sections | | |
|----------------------------------|------|----|------------------------------|---------------|--------------------|
| Current or Most Recent | From | To | Position | Notice Period | Reason for Leaving |
| Name: Address: Salary: | | | | | |
| Previous Employer: | From | To | Position | Notice Period | Reason for Leaving |
| Name: Address: Salary: | | | | | |
| Previous Employer: | From | To | Position | Notice Period | Reason for Leaving |
| Name: Address: Salary: | | | | | |
| Previous Employer: | From | To | Position | Notice Period | Reason for Leaving |
| Name: Address: Salary: | | | | | |
| Previous Employer: | From | To | Position | Notice Period | Reason for Leaving |
| Name: Address: Salary: | | | | | |

(Please attach extra sheets if you require more space or use the Additional Information page at the back - Ideal Care Homes must have a record of your full employment history)

| | |
|--|--|
| About You | |
| Why would you like to work for Ideal Care Homes? | |
| How can you make a positive difference to our residents lives? | |
| What will the residents like about you? | |

| References * | | | |
|--------------|------------------------------|-------------------|--------------------|
| | Current/Most Recent Employer | Previous Employer | Personal Reference |
| Company | | | |
| Name | | | |
| Position | | | |
| Address | | | |
| Telephone | | | |
| Fax | | | |
| Email | | | |

Please do not contact
until confirmed:

*Please provide the names and addresses of three referees, one of whom should be **your current or most recent employer** and one other **previous employer**. The other should be a **personal referee**, someone who knows you well. Please **do not give the name of a relative** as a referee. If you are known to your referee by a former name please supply the name by which you were known. We can not process your application unless you provide this information.

| Further Information | Please complete all sections | |
|---|------------------------------|-----|
| Are you facing any criminal prosecutions? | Yes - give details | No |
| Do you have any spent/unspent convictions or cautions under The Rehabilitation of Offenders Act 1974? | Yes - give details | No |
| Have you been dismissed from any employment? | Yes - give details | No |
| Have you ever been or are you currently going through any investigation or disciplinary action? | Yes - give details | No |
| What period of unauthorised absence have you had in the last two years? | Please give detail | |
| Are you currently able to conduct the job you are applying for? | No - please give details | Yes |
| Can we make any reasonable adjustments to avoid you being at a disadvantage in the work place? | Yes - please give details | No |

Additional Information

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Declaration

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that any offer of employment is subject to satisfactory references and CRB/ISA checks, and I authorize Ideal Care Homes to obtain references to support this application once an offer has been made and accepted

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the Data Protection Act 1998. I also give my consent for my personal information being retained and used to process my application for employment.

| | | |
|-------------------|--|-------------|
| Signed | | Date |
| Print name | | |