

Application Form



To be completed in typed form where possible and personal statement in your own handwriting in black ink.

Bold bordered sections are mandatory fields.

Refer carefully to the job description and person specification. If the space provided is insufficient please continue on a separate sheet.

Post Applied for:			
Where did you first find this vacancy? (If in publication, please state which one.)	<input type="checkbox"/> NEDCare Website <input type="checkbox"/> Community Care <input type="checkbox"/> Guardian <input type="checkbox"/> 3 rd Sector Jobs <input type="checkbox"/> Local newspaper <input type="checkbox"/> Other (State) _____		
Have you undergone a DBS check in the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it registered for the DBS update service? (£13 per year subscription)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Personal Details	Title:		
Forename(s) or other names			
Surname			
Address			Postcode:
Telephone (Underline preferred contact number)	Home:	Work:	
	Mobile:		
Email Address			
Car Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No	Car Owner: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any endorsements on your licence? (if so please outline why)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a UK or EU/EEA national? (If so you will need to provide proof of this at your interview)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are not a UK or EU/EEA national can you provide proof of permission to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you cannot provide proof of permission to work in the UK we cannot accept your application as you are unable to work legally in the UK.	Describe the type of permission to work in the UK:		
If you can provide proof of permission to work please state the nature of your permission to work in the UK, any restrictions on the hours you are permitted to work and the expiry date of the permission.	Hours permitted to work:		
	Expiry Date:		
	We will require sight of the documentation which confirms that you are permitted to work in the UK at the interview stage. We may need to take a copy of the document and to carry out checks to authenticate it.		

Other Previous Employment		Please list in chronological order, (most recent first,) including temporary, casual and short term jobs. (Please give your <u>full</u> employment history over the past 10 years or since leaving school) NOTE: Gaps in employment are covered on the following page.	
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held	Reason for leaving
Outline of Duties and Responsibilities			
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held	Reason for leaving
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Outline of Duties and Responsibilities			

Gaps in Employment	Please give details of all periods when not in employment, giving dates and reasons	
Dates from:	To:	Reason:
Dates from:	To:	Reason:
Dates from:	To:	Reason:
Dates from:	To:	Reason:

Have you ever been dismissed from a previous post or had an employment contract terminated for any reason including redundancy? If so please give details below:

Have you been subject to disciplinary action in your current or any previous posts? (including being the subject of any disciplinary process not yet concluded.) If yes, please give details:

Voluntary Work Experience
Give details of any voluntary or unpaid experience including care of others

Do you have any restrictions in your working hours or availability?
 Please note our requirements in respect of working hours as detailed within the Job Description.

SUPPORTING STATEMENT PT 1

What experience have you gained in your current and previous jobs and general life experience, which you feel would be relevant to the job you are applying for?

Please refer to the job description and person specification which outline the values, skills, abilities, knowledge and personal qualities required for this post and the organisation. Continue on a separate sheet if necessary.

SUPPORTING STATEMENT PT 2

**Please tell us briefly why you are applying for this post and why you want to work for NEDCare.
If in current employment, please explain why you are looking for a new post:**

If you are offered a position with NEDCare, once appointed we will ask you some health related questions in order to complete a full risk assessment on your working in close personal proximity with older people.

If appointed, are you prepared to answer health related questions for Risk Assessment purposes?

Yes No

NEDCare will be introducing software to support rostering and management of the care service. This may or may not include an application that carers can run on their smart phones, to support them in their role.

Please indicate whether you have a smart phone and would be willing to use it to support service delivery.

Yes No

General Education		Qualifications Achieved
School/College	Date Awarded	Subject/courses studied, level and grade (eg, GCSE, 'A' Level, GNVQ etc)
Further and Higher Education		Qualifications Achieved
College/University	Date Awarded	Subject/courses studied, level and grade (eg, BA History 2:1)
Professional Training		Qualifications Achieved
College/University	Date Awarded	Subject/courses studied, level and grade (e.g., BA Social Work/DipSW 2:1)
Professional Membership of Registered Bodies		Registration No/Renewal Date
Name of Professional Body and Level of Membership	Date	Nurses, please give PIN No.
NVQs and other work related qualifications		Qualifications Achieved
College/Training Provider	Date Awarded	Awarding body, level and grade if applicable (eg, Edexcel NVQ 4 Pass)
Other vocational and work related training undertaken		
List subjects, e.g., First Aid	Duration (e.g., 1 day)	Level (if appropriate)

