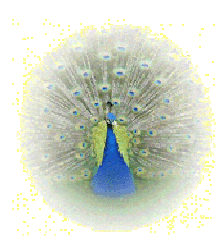


# JEESSAL RESIDENTIAL CARE SERVICES LIMITED

## Confidential Application for Employment



**Please complete this document in your own handwriting by printing clearly in black ink.**

Application for the post of:	
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Surname	
Title	

Forenames	
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Address	
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Home ☎	
Mobile ☎	

**Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.**

Do you have a full current driving licence?	YES/NO
Is it free of endorsements?	YES/NO (If NO, give details):
Do you have your own means of transport?	YES/NO

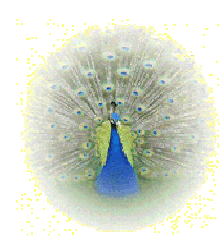
National insurance no:	
Have you previously worked for us?	YES/NO. If yes, when and in what capacity?
Are you related to any employee of this organisation? If so, please give details.	

### Employment

If offered this position, will you continue to work in any other capacity?	YES/NO (If yes, please give details)
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Would you work full time?	YES/NO
If your application is for part time employment, please state days/hours preferred.	

On what date would you be available to commence this employment?	
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**Educational qualifications**

Please list examinations taken and grades achieved:

GCE O Level /GCSE / or equivalent  
Grade

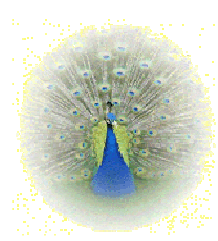
AS Level or equivalent

A Level or equivalent

Degree or equivalent

Please give name & address of school/college/university where you attained your qualifications:

Professional qualifications and membership of professional organisations  
Please list:



**Present Employment**

Name and address of current employer:

Nature of business:

Post held:

Date appointed:

Current salary:

*(Please be aware that we may ask you to provide a recent payslip as evidence of your current salary)*

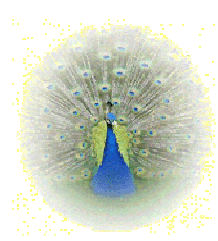
Notice period required:

Reason for leaving:

Brief description of duties and responsibilities:

**Previous Employment (most recent first)**

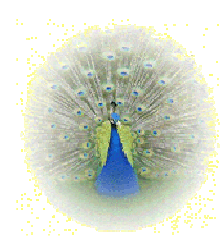
Employers name, address and nature of business	Position held	Reason for leaving	Dates from	Dates to



**Statement in Support of Application**

Provide details of your knowledge, skills and experience, together with your reasons for applying.

A large empty rectangular box for providing details of knowledge, skills, and experience.



**Disability**

Do you consider yourself to have a disability? YES/NO  
If yes, please give details.

How can we assist with any special needs to enable you to attend interview or carry out your duties?

**Miscellaneous**

Because of the nature of the work for which you are applying, this post is exempt from any provision of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions, reprimands and final warnings 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. Disclosure need not necessarily be a bar to obtaining a position with the organisation. If you declare you have a criminal record we will discuss this at interview.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

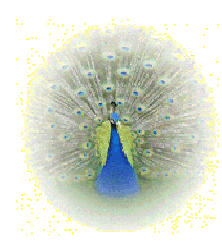
YES/NO If yes, please give details of offences, penalties and dates:

Have you ever been subject to disciplinary action in your current or previous employment?

YES/NO If yes, please give details including outcome and relevant dates:

Are you the subject of any ongoing investigations or disciplinary action?

YES/NO if yes, please give details:



**References**

Please give details of two referees (one of whom should be your present/last employer and not relatives).			
Name		Name	
Occupation		Occupation	
Address		Address	

***Please note: Referees will be contacted following an offer of employment. Reference forms received from referees will be treated as confidential and will only be disclosed if the third party consents or the recipient decides the benefit of disclosure outweighs the duty of confidentiality.***

**Sign and date the declarations and authorisation below:**

*I declare that the information given by me, to the best of my knowledge, is true and complete.*

I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

In accordance with the Data Protection Act 1998, I hereby authorise Jeessal Residential Care Services Limited to process the information contained in this application form for recruitment and selection purposes.

Name (block capitals)	
Date	
Signed	