

JEESSAL GROUP
Confidential Application for Employment

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

Application for the post of:	
------------------------------	--

Surname		Forenames	
Title		Email	

Address		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)
--	--------------------------------------

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?	
--	--

JEESSAL GROUP
Confidential Application for Employment

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:

JEESSAL GROUP
Confidential Application for Employment

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

JEEBAL GROUP
Confidential Application for Employment

Statement in Support of Application

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

JEESSAL GROUP
Confidential Application for Employment

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 employment referees from your two most recent employers, one of whom must be your current employer, if applicable. If you do have not held a position of paid employment, you may give details of a referee from any unpaid or voluntary work undertaken or any period of study.

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.

JEESAL GROUP
Confidential Application for Employment

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 Jeetal Akman Care Corporation Limited to process the information contained in this application form for recruitment and selection purposes.

Name (block capitals)	
Date	
Signed	

**Please complete and return to:-
The HR Manager
Jeetal Cawston Park
Aylsham Road
Cawston
Norfolk
NR10 4JD**