

Application for employment as a Support Worker
 Service.....

Here at Community Places Ltd it is our policy to recruit staff on their abilities and qualifications, and to provide equal opportunities for the advancement of all employees. We actively recruit and re-train colleagues who represent all communities and pride ourselves on not discriminating against any person on the basis of their race, sex, age, gender, disability, marital status, religious belief, sexual orientation or ethnic origin.

If you require this form to be sent to you so that you can fill it in more easily, or for it to be submitted in a different format then please contact recruitment@communityplaces.co.uk. This will in no way be detrimental to your application. Please use additional sheets of paper if needed.

Surname.....

Other names.....

Address.....

Postcode.....

Telephone/mobile.....

Email

Do you have the right to work in the UK? Yes / No

Do you need a work permit? Yes / No

- If yes, please produce evidence and state expiry date.....
- If no do you have the right to stay in the UK?

Education and training

Please provide details here

School Name	Details of any examinations

Further education (e.g. university, technical college, evening classes)

<i>University/ College</i>	<i>Subject</i>	<i>Qualification</i>

Any skills or other relevant training

Please provide details here.

Employment history

Please provide us with the details of your last two employments,

1. Present/previous employer

Address

Postcode

Job title

What were your duties in this role?

Please provide details here.

Rate of pay

Date employed: from to

Reason for leaving

Please provide details here.

2. Present/previous employer

Address

Postcode

Job title

What were your duties in this role?

Please provide details here.

Rate of pay

Date employed: from to

Reason for leaving

Please provide details here.



We will not contact your present or previous employers to obtain a reference for you before an offer of employment is made to you. For the avoidance of doubt, the employers above will be contacted to provide us with a reference.

I authorise Community Places Limited to obtain references from the employers above to support this application once an offer has been made and accepted

Yes No

If you ticked 'no', please tell us why we are not to contact your referee's and provide a suitable alternative referee.

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Please tell us about any other jobs you have done in the last 10 years, also providing a satisfactory explanation for any gaps that may have occurred during this period -

Please tell us why you applied for this job and why you think you are the best person to complete this role.

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

Please tell us if there are any dates when you will not be available for interview

If you require any particular arrangements when attending an interview, please give details.

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Due to the nature of the role and the Company any successful applicant will be subject to a Disclosure and Barring check. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and so we require you to declare ALL CONVICTIONS, including those convictions which would be regarded as “spent”.

Please provide details here of any offences, cautions and convictions (including any which are considered as ‘spent’).

Please be aware, no job application will be processed unless this declaration has been completed.

FINALLY

Thank you for completing this application form. For the purposes of future vacancies, the Company shall retain a copy of all unsuccessful individuals’ application forms for 12 months. However if you would not like the Company to store a copy of your application form, in order to be considered for future vacancies, please contact the HR Department for your details to be removed.

Before you sign, please check that you have completed all sections and given all the information requested.

DECLARATION

I confirm that all the information I have provided is true to the best of my knowledge. I confirm that should any of these details change, I will inform Community Places Ltd as soon as possible.

I understand that if I am offered a position at the company and am found to have submitted false information on this form I may be subject to disciplinary procedures and this may lead to dismissal.

I understand that the data I have given will be processed and used in accordance with the Data Protection Act 1998 and hereby give permission for my details to be retained.

I confirm that to the best of my knowledge and belief, the information I have given is correct. I hereby understand that any contract given to me is based on the information provided.

Signed Date.....

To help us reduce costs we do not acknowledge receipt of application forms. We regret that we may not be able to advise applicants who have not been shortlisted for interview. If you have not heard from us within seven days, please assume that you have been unsuccessful.