

EMPLOYMENT HISTORY:

We require a full history since Secondary Education.

Please indicate all periods of employment, unemployment, training etc (most recent position first).

We will not be able to process your application if this section is incomplete

PLEASE NOTE: We are legally obliged to ask for this information.

Name of Employer/Trainer	Position and Duties	From (mm/yy)	To (mm/yy)	Reasons for Leaving

JOB FLEXIBILITY: SHIFT WORK

Details of any other work you will continue to undertake if you are offered this position:

.....
.....

Please provide details of any pre-booked holidays, to be taken:

Available to take up employment from:

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

YES	
NO	

If yes please give details, following the filtering guidance outlined above.

PERSONAL STATEMENT

(Please include hobbies, interests and any other information you consider relevant)

REFERENCES:

Please provide details of 2 referees who we may approach with regards to this Job Application. These referees **MUST NOT** be members of your family and one **MUST** be your present or most recent employer. If you have no previous work experience please name 3 referees who will provide a character reference. Please tick boxes to indicate type of reference.

(1) Name:
Organisation:
Address:
.....
Position held:
Telephone Number:

(3) Name:
Organisation:
Address:
.....
Position held:
Telephone Number:

Employer	<input type="checkbox"/>	Character	<input type="checkbox"/>
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Employer	<input type="checkbox"/>	Character	<input type="checkbox"/>
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(2) Name:
Organisation:
Address:
.....
Position held:
Telephone Number:

Employer	<input type="checkbox"/>	Character	<input type="checkbox"/>
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EQUAL OPPORTUNITIES PRINCIPLES – Sunderland Home Care recognises the need for an equal opportunities policy in its role as both an employer and as a provider of services. It is unlawful for an employer or employee to discriminate or to treat an individual differently on the grounds of race, age, marital status, family circumstances, disability or sexual orientation. We do not accept this responsibility simply because it is a legal requirement and we recognise that real progress requires a programme of action which involves the participation of all members of the co-operative.

I confirm that all the information requested in this application form and supplied by me is true and correct to the best of my knowledge.

Signed:

Date:

Office use only:

Telephone verification for references:

Reference 1 confirmed: YES: NO: DATE: SIGNATURE:

Reference 2 confirmed: YES: NO: DATE: SIGNATURE:

Reference 3 confirmed: YES: NO: DATE: SIGNATURE: