

**OFFICE USE ONLY**

**CONFIDENTIAL**



ACKNOWLEDGE RECEIPT OF APPLICATION ..... COPIED TO .....

INTERVIEW ..... DATE ..... TIME .....

INTERVIEW OR REGRET NOTIFICATION .....

REFEREES WRITTEN TO .....

APPOINTMENT OR REGRET NOTIFICATION .....

# APPLICATION FORM FOR EMPLOYMENT

Position applied for .....

Where did you see this post advertised? .....

When can you commence employment with us? .....

## PERSONAL DETAILS

Surname .....

Forenames .....

Address .....

..... Post code .....

Tel No (Home) ..... Tel No (Work) .....

Mobile No .....

Email address .....

National Insurance No .....

Do you have a current driving licence? Provisional  Full  HGV  None

Do you have any current endorsements? YES  NO  (if YES, please give details)

.....

## EDUCATION

Name of Secondary School	Examinations (subjects)	Results

## FURTHER EDUCATION

University/College	Course of Study	Qualifications Gained

## EMPLOYMENT HISTORY

Details of present and past employers, in chronological order, (continue on a separate sheet if necessary)

Employer .....

Address .....

Employed as ..... from..... to .....

Reason for leaving .....

Duties/Responsibilities .....

.....

.....

Salary/Wage Rate.....

Employer .....

Address.....

Employed as ..... from..... to .....

Reason for leaving .....

Duties/Responsibilities .....

.....

Salary/Wage Rate .....

Employer .....

Address .....

Employed as ..... from..... to .....

Reason for leaving .....

Duties/Responsibilities .....

.....

.....

Salary/Wage Rate .....

Employer .....

Address .....

Employed as ..... from..... to .....

Reason for leaving .....

Duties/Responsibilities .....

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Salary/Wage Rate .....



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**ESSENTIAL REQUIREMENTS**

Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK? YES  NO

If yes, please provide details

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If you are successful in your application, would you require permission from the UK Borders Agency prior to taking up employment? YES  NO

**REFERENCES**

Please list below 2 referees one of which must be your current employer and if you are not currently in employment then your last employer. Please note, referees should not be a relative.

<b>Reference 1</b> Current/Former Employer	<b>Reference 2</b>
Name.....	Name.....
Organisation.....	Organisation.....
Position .....	Position .....
Tel No .....	Tel No .....
Address .....	Address .....
.....	.....

Please indicate your relationship to the above referees i.e. subordinate, work colleague, friend, etc.

Relationship .....

Relationship.....

Unless you indicate as below, no approach will be made to your present employer before an offer of employment is made, in which case the offer may be conditional upon receipt of a satisfactory reference from your present employer:

My present employer may be approached for a reference.

I do not want my present employer to be approached unless, and until, I am offered the job for which I am applying, subject to a satisfactory reference from him/her.

## **RECRUITMENT POLICY**

It is the Policy of the Organisation to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of age, race, gender reassignment, pregnancy or maternity, marital or civil partnership status, sex, sexual orientation, disability, religion or belief.

I confirm that the information given on the form is to the best of my knowledge, true and complete. Any false information may be sufficient cause for rejection or, if employed, dismissal.

Signature ..... Date .....

Please return this completed application form, marking the envelope Strictly Private and Confidential  
to:

Patricia McLean  
Blythswood Care Ireland  
93 Templepatrick Rd  
Ballyclare  
BT39 9RQ

If you wish to contact Blythswood Care Ireland please telephone 02893 349 859