

Application Form



This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

Personal Information

Position applied for:

Surname:

Forenames:

Title (Mr, Mrs, Miss, etc.):

He/She/Him/Her/They/Them:

Previous names (if any):

Address for communications:

Postal Code:

Home telephone number:

Mobile telephone number:

Do you have the right to take up employment in the UK?

YES

☐

NO

☐

National Insurance Number:

Present (or most recent) employer

Name and address of employer:	
Postal Code:	
Telephone number:	
Dates of employment:	
Job Title:	
Salary:	
Period of notice required:	
Main duties and responsibilities:	
Reason for leaving:	

Work Experience

Please give details of your full employment history since leaving full time education including any unpaid or voluntary roles. Please begin with the most recent position and then work chronologically backwards. You must include exact dates (day month year).

From (ddmmyy):	To (ddmmyy):	Name and address of employer	Job title	Reason for leaving

Reasons for all Gaps in employment including dates:

Gap Date	Employer	Reason

Education

From GCSE or equivalent to degree level in chronological order.

From:	To:	Secondary School/Further or Higher Education:	Examination and result:

Other qualifications and training

From:	To:	Other qualifications:	Examination and result:

Postgraduate education or study or any other professional qualifications

From:	To:	Professional Membership and Qualifications:	Examination and result:

Relevant Information

The information provided in this section is important in assessing your application. Please use this space to state your reasons for applying for the role and relate your skills and experience and personal qualities to the job requirements. You may draw on knowledge, skills, abilities and experience gained from paid, unpaid, domestic responsibilities and voluntary activities. If you require more space please supply on a sheet of A4, using no more than two sided and attach it to this application form.

Do you have any other skills relevant to the post (e.g. knowledge of a foreign language, a full driving licence, computer literacy, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Reasonable Adjustments

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

We would draw your attention to the following statement:

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

You are required to give any information about any convictions you may have, which may be pending. In the event of any convictions coming to light at a later date, this may lead to dismissal. An enhanced DBS check will be required for all positions.

Interview

What's your availability look like if you were successful? Please tick below

Monday ☐	Tuesday ☐	Wednesday ☐	Thursday ☐	Friday ☐	Saturday ☐	Sunday ☐
7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm
Monday ☐	Tuesday ☐	Wednesday ☐	Thursday ☐	Friday ☐	Saturday ☐	Sunday ☐
7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm	7am - 10pm

Where did you see this post advertised?

What mode of transport do you use? Driver, moped/motorcycle, walker, cyclists

Please detail any dates during the next 4 weeks you are not available for interview:

Form of Authority

I authorise Visiting Angels,

to conduct a background check on myself.

I understand that the above organisation requires a background check to be completed as part of my employment with them.

I understand that any findings together with any other information provided will only be used for the purposes of my employment with the organisation

Referees

Please give details of four referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your schoolteacher or higher or further education lecturer. Referees should not be a relative or contemporary.

**No approach will be made to your present employer before an offer of employment is made to you.*

First referee	Second referee
Name and organisation	Name and organisation
Phone:	Phone:
Email:	Email:

Third referee	Fourth referee
Name and organisation	Name and organisation
Phone:	Phone:
Email:	Email:

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to Visiting Angels processing the information supplied on this application form for the purposes of recruitment and selection.

Signed:	Date

Please return this completed application form in an envelope marked ‘Private and Confidential’ to:

For Office use only:

Received

Shortlist:

Interview:

References requested: