



APPLICATION FORM

Please return this completed form to:

**Brookdale Care
14 Parkway
Welwyn Garden City
Hertfordshire AL8 6HG**



Post Applied for:.....

How did you hear about this vacancy?.....

Title:..... Forename:..... Surname:.....

Home telephone number:.....

Work telephone number:.....

Mobile number:.....

Address:.....

..... Postcode:.....

Email Address:.....

Do you hold a current driving licence? Yes No

Do you own a car? Yes No

Are you able to work a rotating flexible shift pattern (lates, nights, earlies etc) - if applicable to the role applied for? Yes No

PROFESSIONAL QUALIFICATIONS

Clinical:.....

Registration date:..... PIN:.....

Managerial:.....

NVQs:.....

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Under the guidance issued on the 29th February 2009, we are required to prove that a prospective employee is eligible to work in the UK. All applicants invited to interview will be required to provide documentary evidence of their right to work in the UK.

- EU Passport Holder
- Refugee status
- Indefinite leave to remain (with evidence)
- Tier System – please indicate 1, 2 or 4
- Student Visa
- Dependent status

Please note any documentation presented in support of this application for employment may be passed on to appropriate agencies for verification checks.



PREVIOUS EMPLOYMENT HISTORY (please include details of ALL employment since the age of 16)

From:..... To:..... Job Title:

Company Name:

Company Address:

Responsibilities:

Reasons For Leaving:

From:..... To:..... Job Title:

Company Name:

Company Address:

Responsibilities:

Reasons For Leaving:

From:..... To:..... Job Title:

Company Name:

Company Address:

Responsibilities:

Reasons For Leaving:

From:..... To:..... Job Title:

Company Name:

Company Address:

Responsibilities:

Reasons For Leaving:

REFERENCES - Please complete ALL sections

MOST RECENT EMPLOYER

Name: Job Title:

Company:

Address:

.....

.....

.....

Telephone number: Permission to contact? Yes No

EMPLOYER / EDUCATIONAL REFERENCE

Name: Job Title:

Company:

Address:

.....

.....

.....

Telephone number: Permission to contact? Yes No

REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS) ORDER 1975

Because of the nature of the work, posts within Brookdale Care are exempt from the provisions of Section 4 (2) of the Act.

Having a conviction will not necessarily prevent applications from being considered for posts.

Applicants are therefore not entitled to withhold information about convictions which for 'other' purposes are spent under the provisions of the Act. If you are employed by Brookdale Care, any information given will be completely confidential, any failure to disclose convictions, cautions, reprimands or final warnings could result in disciplinary action up to and including dismissal.

All employees will be registered with the Independent Safeguarding Authority (ISA) and applications cannot be accepted from individuals who are disqualified from working with vulnerable adults.

Have you had any convictions or cautions? Yes No

If yes, please provide details in a separate signed statement.

Are there any criminal proceedings pending against you? Yes No

If yes, please provide details in a separate signed statement.

I am prepared to undergo a medical examination at Brookdale Care's expense, if requested. Yes No

I hereby declare that the information given in this application is, to the best of my knowledge, correct, and I understand that any information I have knowingly given which proves to be false could lead to disciplinary action being taken which could lead to my dismissal.

Signature Date



Brookdale Care are committed to the promotion of equality of opportunity in its employment policy, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policies, by analysing statistical information. We would be grateful if you could provide us with the following information – we value your contribution, which will ensure our statistics are accurate and representative of people who are seeking employment with Brookdale Care.

This form will be separated from your application form and treated in the strictest confidence. The information you provide will be used for statistical purposes only and will not be used as part of the recruitment selection process. It is helpful if you complete *all* sections of the form.

NOTES ON COMPLETING THIS FORM:

Ethnic Origin:

The ethnic origin categories the same as those used in the population census in 2001. They are recommended by the Commission for Racial Equality and are the basis for reporting statutory performance indicators.

1) DETAILS

Name:.....

(Your name is required in order that we can identify which stage of the recruitment process you reach i.e. interview, appointment)

Post/Ref No:..... Job Title:.....

Location:.....

Where did you see/hear about the job?.....

2) MY SEX IS (please tick appropriate box): Male Female Transgender

3) ETHNIC ORIGIN

I would describe my ethnic origin as: Please tick one box

		Ref.	
White	British	<input type="checkbox"/>	WB
	Irish	<input type="checkbox"/>	WI
	Any other white background *	<input type="checkbox"/>	WO
Mixed	White and Black Caribbean	<input type="checkbox"/>	MC
	White and Black African	<input type="checkbox"/>	MB
	White and Asian	<input type="checkbox"/>	MA
	Any other mixed background *	<input type="checkbox"/>	MO
Asian or Asian British	Indian	<input type="checkbox"/>	I
	Pakistani	<input type="checkbox"/>	P
	Bangladeshi	<input type="checkbox"/>	B
	Any other Asian background *	<input type="checkbox"/>	AO
Black or Black British	Caribbean	<input type="checkbox"/>	BC
	African	<input type="checkbox"/>	BA
	Any other Black background *	<input type="checkbox"/>	BO
Chinese	Chinese	<input type="checkbox"/>	C

*Other ethnic group (OE) Please state:

4) SEXUAL ORIENTATION (please tick appropriate box):

Bi-Sexual Gay / Lesbian Heterosexual Prefer not to say

5) MY AGE IS: (please tick appropriate box)

16 -19 20 - 29 30 - 39 40 - 49 50 - 59 60 - 64



- The information you supply on the application form and any supplementary material you include is what will be used to compile a shortlist of candidates to invite to attend an interview.
- Please complete this form in black ink using capital letters.
- Make an entry in every box. If you have nothing to put in the space, please write N/A, rather than leave it blank.
- You may wish to include a CV with your application. Avoid writing 'See CV' on the application form, just in case your CV and the form become separated.
- The 'Supporting Information' section is very important and will be used to help decide whether to invite you to an interview. Explain how you meet the selection criteria, why you wish to be considered for the position and what qualities you can bring to the role.
- Mark any additional sheets with your name and the position for which you are applying.
- Please complete the equal opportunities form, and return it with your completed application form. The information you supply will not be used as part of the selection process.
- Please supply contact details for at least two referees. At least one should be your current or most recent former employer. If you have not held a position of paid employment, you may give details of someone connected with you in any un-paid/voluntary work you have undertaken or any period of study.
- All employees will come into contact with our patients in the course of their duties so you will be required to undertake an Enhanced Disclosure from the Criminal Records Bureau.
- Please return your application in good time as we cannot guarantee to consider any received after the closing date.
- Receipt of applications will not be automatically acknowledged. If you would like confirmation that your application form has arrived, please enclose stamped addressed envelope.
- If you are offered employment, you will be required to complete a pre-employment health questionnaire. The short-listing team will not see the information you supply, nor will it be used as part of the selection process.
- Please remember to sign and date the application form before returning it.
- You may wish to keep a photocopy of your application form so that you may refer to it later, if you are invited to attend an interview.

We look forward to receiving your application.