



Please return to: Recruitment Officer, Guild Care, Methold House, North Street, Worthing, BN11 1DU

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR	DATE AVAILABLE TO START
-----------------------------	--------------------------------

PERSONAL DETAILS

Last Name	Title
------------------	--------------

First Name (s)	Over 16 <input type="checkbox"/> Over 18 <input type="checkbox"/> <small>Please mark one box</small>
-----------------------	--

Address	Please indicate your preferred contact telephone number by ticking the box next to it.	
	Home	
	Work	
	Mobile	
Post Code	Email Address	

Do you possess a valid driving licence?	Yes	No	Do you require a work permit to work in the UK ? <small>(If yes please bring a copy of permit if selected for interview)</small>	Yes	No
--	------------	-----------	--	------------	-----------

EMPLOYMENT RECORD - Present or most recent position

Employer	Description of main duties	Position Held
Address		Exact Dates Employed
Tel		Salary
		Reason for leaving

Previous Employment - Please give details of complete career history including any previous local authority employment. Please note all dates should be in full and you should continue on a separate sheet if necessary

Employer	Post Held	Dates Employed	Reason for Leaving

Previous employment continued:			
Employer	Post Held	Date Employed	Reason for Leaving

EDUCATION AND TRAINING

Education			
School/College	Dates Attended	Course/Subject	Qualification

Vocational and work-based training (including NVQ's)

Training Centre	Dates Attended	Course/Subject	Qualification

Qualified nursing staff

Place of Study	UKCC Pin Number	Qualification	Expiry Date

SUPPORTING INFORMATION - Reasons for your application

Please refer to the job description and person specification supplied and continue on a separate sheet if necessary.

Please list all voluntary work / community activities / interests and hobbies

--

Are you related to anyone currently working for, or a Trustee of Guild Care? If Yes, please state who he / she is, where they work and position held.	Yes	No
--	------------	-----------

--

In which publication did you see this vacancy advertised?	
--	--

REFERENCES
Please give details of two referees who may be contacted. One referee must be your current or most recent employer. If you have previously worked for a local authority we will need to approach them for a second reference

Name		Name	
Address		Address	
Relationship		Relationship	
Tel No	Fax/Email	Tel No	Fax/Email

GUILD CARE RECRUITMENT POLICY

It is Guild Care policy to employ the best qualified personnel for the job and provide equal opportunities for the development of all its employees, including promotion and training. It is our policy not to discriminate against any person because of their race, colour, national origin, sex or sexual orientation, disability, age or marital status. It is our policy not to approach current employers until an offer of employment has been made.

The data collected in this application will only be used for the purpose of recruitment within Guild Care and will not be disclosed to any external agency. Both electronic and paper records of this application will be held for 12 months of receipt and then destroyed unless an applicant is successful in which case they will form part of their personnel records.

Due to the nature of Guild Care's work this post may be subject to disclosure. In this case an appropriate Criminal Records Bureau and POVA check will be carried out. Applicants should note all new employees will need to provide proof of identification prior to the start of employment. For further information please refer to the employment of ex-offenders and handling/secure storage policy of CRB checks included with this application form.

DECLARATION

I declare that the information given is correct and accept that providing false information may result in my application being disqualified and if appointed could lead to dismissal.

SIGNED

DATE