



APPLICATION FORM

Positions interested in:	Are you looking for a full time or part time position?
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Are you attaching a C V with this application?	YES	NO
<i>If yes, please note that this is additional, and the application form must still be completed in full</i>		

1. Personal details:

Title: Mr/Mrs/Miss/Ms:
Surname:
First name(s):
Current address:
Postcode:
Date you moved to this address:
Home telephone number:
Mobile Number:
Email address:

National insurance Number:

Do you hold a current driving licence?	
Yes	No
Do you have access to transport?	
Yes	No

Capacity to work in the UK	
Are there any restrictions to your residence in the UK which may affect your right to commence employment?	
Yes	No
Do you require a work permit?	
Yes	No

Please tell us of any health issues which may be relevant to the position you are applying for:		
Is there any support you would require to enable you to complete your role?		
Do you require us to make any special arrangements to support you in the recruitment and interview process? For example, large print forms, or additional time to complete forms?	Yes	No
If yes please give details:		

4. Personal statement:

Please tell us why you would like to work at Our House Waingroves.

What contribution do you feel you could make and what qualities do you have?

Please give details of any experience relevant. This can include experience in your employment, voluntary work and personal experience.

5. Employment references:

Please provide details of two referees, one of which must be your current or most recent employer.

The referees you provide will be contacted if an offer of employment is made

First reference
Name:
Address:
Postcode:
Telephone Number:
Position within company:

Second reference
Name:
Address:
Postcode:
Telephone Number:
Position within company:

6. Personal References:

Please provide details of two personal referees (Not family members or previous employers) who have known you for at least three years.

First reference
Name:
How do they know you?
Address:
Postcode:
Telephone Number:

Second reference
Name:
How do they know you?
Address:
Postcode:
Telephone Number:

7. Rehabilitation of offenders Act 1974 (exemptions) order 1975:

Due to the nature of the work, all roles within Our House Waingroves LTD are exempt from the provisions of section 4 (2) of the act.

Under the provisions of this act, applicants are not entitled to withhold information about convictions which are 'spent'.

However, having a conviction will not prevent applications from being considered.

Any information given will be completely confidential.

Have you ever had any convictions?

YES

NO

If yes, please provide details on a separate sheet marked, 'Private and Confidential'

Are there currently any criminal proceedings being taken against you?

YES

NO

If yes, please provide details on a separate sheet marked, 'Private and Confidential'

Have you ever worked in a home where registration has been cancelled?

YES

NO

Have you ever been the subject of any investigations or complaints, whether upheld or not, in relation to your work with vulnerable adults or children? Please include work in both private and voluntary position

YES

NO

8. Declaration:

I declare that to the best of my knowledge and belief, the information I have provided in this application is correct. I understand that if any of the information I have supplied is found to be knowingly false, my employment may be terminated.

I understand that any employment offer will be subject to the receipt of two satisfactory references.

I understand that I will not be offered a position until a satisfactory DBS response has been received.

Signed _____

Date _____

Once completed, please return to:

Our House Waingroves LTD

243 Church Street

Waingroves

Ripley

DE5 9TF