

APPLICATION FORM

Post Applied for: Date of Application received:	TS Healthcare LTD Deansgate Offices Suite F3 62-70 Tettenhall Road Wolverhampton WV1 4TH 01902271955
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PART A: PERSONAL DETAILS

This section will be detached from your application for monitoring purposes; All short listing will be carried out on a completely fair basis in accordance with Equal Opportunities Legislation and Policy.

Title: <small>Mr/Mrs/Miss/Ms/other (please state)</small>			
SURNAME :			
FORENAME(s):			
ADDRESS: <small>(If this is a temporary address, please also give your usual home address)</small>			
DATE OF BIRTH:			
EMAIL ADDRESS			
TELEPHONE NO'S:	HOME:	MOBILE:	
National insurance number			
Next of kin name;			
Address			
Contact number			
Relationship to you			
DBS number;		Registered on line	Yes No

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REFERENCES

Please give details of two people who can be contacted for a reference. These should not be relatives and one should include your **present or most recent employer**. References will usually be taken up prior to interview.

Tick here if you wish references to be taken up only if you are given an offer of employment.

NAME:	NAME:
ADDRESS & TEL. No:	ADDRESS & TEL. No:
OCCUPATION:	OCCUPATION:
NAME:	NAME:
ADDRESS & TEL. No:	ADDRESS & TEL. No:
OCCUPATION:	OCCUPATION:

REHABILITATION OF OFFENDERS ACT 1974 AND EXCEPTION ORDER 1975

Because of the nature of the work for which you are applying, you must provide information about any convictions. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of Home Care Services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

If you have no convictions please write NONE

If you do have any previous or outstanding convictions, details of the type of offence, date, sentence, fine etc. should be placed in a separate, sealed envelope which will subsequently be returned to you. It will **only be opened** if you are considered for the appointment. Such information will be completely confidential to the appointing panel.

This section should be deleted for posts not exempted by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 197

DECLARATION

I declare that the information on this application form is true and accurate, to the best of my knowledge:

Signed: Date:

If untrue or inaccurate information is recorded, any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

Do you hold a full driving licence?

Yes

No

Do you have access to a motor vehicle?

Yes

No

CONFIDENTIAL – Personal Information Part of the application will be detached from the application for before shortlisting

PART B: INFORMATION

Please tell us about any **QUALIFICATIONS, EDUCATION, and TRAINING** you have undertaken

Secondary school college/university Training institute	From Month & year	To Month & year	Qualifications (subjects/grades/ other training (e.g. NVQ)	Grade /level of achievement Date of achievement.

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Current/previous employment history since leaving school

Current employer first

Employer name and address	Month/year of start	Position held and duties	Reason for leaving	Month/year of leaving

Period of notice required for current employer:

FURTHER INFORMATION – supporting statement

Please tell us about yourself and why you would like to work for TS Healthcare Ltd.
What experiences have you had that you could use in your work with TS Healthcare Ltd.
Please read the guidance notes that will help you to fill in this section.
(Please continue overleaf or on a separate sheet if necessary)

Guidelines on completing the application form

General points.

Please complete the application form in black ink or type. If receive the application form by e mail or download it from the TS Healthcare Ltd website please print it out, sign and return by post. We use this application form to decide whether you will be given an interview so please fill it in very carefully. We cannot interview everyone who applies for a post.

CVs

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section then continue on a separate sheet of paper. Please do not put your name on any additional sheet. This will help us to adhere to our Equal Opportunities Policy.

Personal details – Part A

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

Referees

If you have been in employment for some time you must give your last two employers as referees. If you have only one previous employer or you have been out of work, or haven't been working for whatever reason, please give the name of any other person who can provide a reference for you but this should not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job please give details of someone in authority from an educational establishment.

We will not approach your referees until after we have interviewed you. You may indicate whether we need to contact you before we approach your referee.

Information in support of your application

This is probably the most important part of the application form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description.

Read through the job description and person specification and think of an example (or two examples) from your present or most recent job that show you have the required knowledge/skill/experience. You may also use experience from voluntary work, academic work or hobbies.

- Say what you were trying to achieve and why.
- Describe your role, don't say "we", say what you did.
- Say what the outcome was. Did you achieve what you set out to do?
- Were there any problems and how did you overcome them?
- Could you have done things differently, with less resources or in less time?

If you are unemployed or have been out of paid employment for some time, or have just left school/college/university, you may wish to include relevant experience from voluntary work or education.

Do continue on additional sheets if necessary.

Data protection

If your application is unsuccessful, the information on your application form will be kept for six months and then destroyed.

Disability Discrimination Act

We accept applications in a number of formats including audio and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term (more than 12 months) adverse effect on a person's ability to do normal activities. If you tell us you have a disability we will make reasonable adjustments to where you work and to your working arrangements.

Equal opportunities form

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

This organisation strives to be an Equal Opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order, therefore, to have accurate information about our own performance we would be grateful if you could co-operate with us by completing this Monitoring Questionnaire and returning it with your application form. This questionnaire will not be seen by the recruitment panel. All information received will be treated in strict confidence. If you feel that our recruitment procedure has unfairly discriminated against your application to work with us, please take this opportunity to tell us.

Post applied for:

Where did you see this post advertised?: _____

1. ETHNIC ORIGIN:

How would you describe your cultural or ethnic origin?

N.B.: Please note that ethnic origin is not a matter of nationality, right of abode in the UK, or the place of birth. (Tick one box only)

White	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Other <i>(Please specify)</i>	<input type="text"/>	Chinese	<input type="checkbox"/>
		Other <i>(Please specify)</i>	<input type="text"/>

2. **GENDER:**

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
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3. DISABILITY:

Do you consider yourself to be a person with a disability as described by the Disability Discrimination Act 1995?

i.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

CONFIDENTIAL – Equal Opportunities Monitoring Questionnaire will be detached from the application for before shortlisting