



Application Form

Please use capital letters and complete all sections. An incomplete application form may result in this application not being processed.

In accordance with the Data Protection Act (1984) you are advised that you have the right of access to any information from this application form which may be held on a computer database. Flexi Care & Support Ltd aims to satisfy the needs of the clients by providing equal opportunities irrespective of their sex, age, marital status, racial or ethnic origin, disability or sexual orientation.

In order to provide you with work, Flexi Care & Support Ltd will require to see sight of all of the documents listed below at interview. If you are unable to provide one or more of the documents, please contact the office where we will advise you further.

Original forms of Identification: Passport, Birth Certificate,
Marriage Certificate, Proof of National Insurance Number.
Driving Licence Photo Card & Paper copy)

Proof of eligibility to work in the UK,
Any Qualification Certificates relevant to the post applied
for.

POST APPLIED FOR:

PERSONAL DETAILS:

Title: _____ Surname: _____ Previous Surname (if any) _____

Forename(s) in Full: _____

Address: _____

_____ Postcode: _____

Home Tel No: (____) _____ Mobile No: _____

Date of Birth: _____ Place of Birth: _____

Email: _____

Nationality: _____ National Insurance No. _____

Previous Address (if you have changed address in the last 5 years) _____

Name of Emergency Contact: _____ Relationship to you: _____

Emergency Contact Tel No. _____ Current Driving Licence: _____

EDUCATION AND TRAINING

Name and address of school/college/other	Courses or subjects and training taken and any qualifications gained: NVQ, GCSE, Other	From Month/Yr	To Month/Yr

FULL EMPLOYMENT HISTORY - MUST BE FROM LEAVING FULL TIME EDUCATION, WITH ALL GAPS ACCOUNTED FOR

Present or Most recent employer and address (Please include any voluntary work)	Position(s) held	From Month/Yr	To Month/Yr

KNOWLEDGE, SKILLS & EXPERIENCE

Provide information to demonstrate how you meet each of the Key Accountabilities in the job profile

SUPPLEMENTARY QUESTIONNAIRE

Have you been subject to any disciplinary action or complaint at work? If yes please provide full details below (Use a separate sheet if required)

IMPORTANT

Do you have a work permit?
Do you need permission to work in the United Kingdom?
On entering the UK, which type of entry was stamped on your passport?
Date of entry in to the UK?
Do you hold a student visa?

Non British citizens who have not held residency in the UK for the last 5 years must provide a police check up to the entry date into the UK.
This must be officially translated at your own expense.

REHABILITATION OF OFFENDERS ACT (1974)

By virtue of the Rehabilitation of Offenders Act (1974) the provisions of section 4.2 do not apply to any employment which is concerned with the provision of Regulated activity and other activities which involve caring for, training, supervising or being solely in charge of other people in vulnerable circumstances (including social work and advocacy services). You are required to declare any conviction that you may have received by a court of law in this country or abroad for any offences committed. Your answer to the following questions should include 'spent' convictions.

Have you ever been cautioned or convicted of a criminal offence?

Have you at any time been convicted of a criminal offence subject to the Rehabilitation of Offenders Act (1974)?

If YES to either of the above questions, please provide details:

REFERENCES

Please provide details of 2 referees who can provide information relating to your competence in the role you have applied for, one of whom should be your present employer or most recent employer. One referee should have worked with you during the last 12 months.

Name: _____ Name: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Position: _____ Position: _____

Telephone No. _____ Telephone No. _____

Email: _____ Email: _____

DECLARATION

I confirm that I am 17 years or over, that I am eligible to work in the UK and I have completed the application form in myself.

I hereby declare that all the above information is correct and I would be legally responsible for withholding any important information or misrepresentation of relevant facts.

An incomplete application form may result in this application not being processed. I also accept that should my application be successful, I will be able to obtain a satisfactory and acceptable Enhanced Disclosure from the Criminal Records Bureau

SIGNED:

DATE: