



JOB APPLICATION FORM

Title of the job you are applying for

First names _____

Surname _____

Address _____

_____ Postcode _____

Home telephone no. _____

Work telephone no. _____

Mobile no. _____

Email _____

National Insurance no. _____

Do you have use of your own car? Yes No

Do you hold a full clean UK driving licence? Yes No

Are you eligible to work in the UK? Yes No

Do you have any unspent criminal convictions? Yes No

Please give details of your education

(please include all qualifications and any work-related training)

| Date | Name of school/college/university | Qualifications |
|------|-----------------------------------|----------------|
| | | |



Please tell us about your employment history
(starting with your current or most recent position)

| Date | Name and address of employer | Position held, include a brief description of duties and reason for leaving |
|------|------------------------------|---|
| | | |





Please use this space to tell us why you are interested in this post and give details of any other information that you feel might support your application for the job. Please include details of any voluntary work or community activities (you may continue on a separate sheet if necessary).

A large, empty rectangular area with a white background, intended for the applicant to provide their response to the prompt above. It is framed by a light yellow border.

Please give the names and contact details of two people (one of whom should be a recent employer) who can provide a reference for you.

Name _____
 Address _____

 _____ Postcode _____
 Telephone no. _____
 Email _____
 Relationship to you _____
 May we contact prior to an interview? Yes No

Name _____
 Address _____

 _____ Postcode _____
 Telephone no. _____
 Email _____
 Relationship to you _____
 May we contact prior to an interview? Yes No

How did you hear about this position? _____
 When would you be free to start work if we were to offer you the job? _____
 Have you ever applied for a job at Help and Care before? Yes No
 If yes, what was the job title? _____
 When did you apply? _____

Declaration

I declare that the details I have given on this application form, and in any supporting documents, are true and complete to the best of my knowledge and belief. I understand that if I have given false information, and I have been given the job based on the information I have provided, I could be dismissed.

Signed _____ **Date** _____

From time to time Help and Care or agents working on behalf of Help and Care may use your data for research and analysis purposes or in order to contact you. In the future we may wish to contact you to let you know about our services, events or projects. If you do not wish to receive further information, please tick the relevant box(es). Telephone Post . If you are happy for us to contact you by email, please tick here . You may give Help and Care notice at any time if you no longer wish to receive direct marketing communications.

Unsuccessful applications are kept on file for six months, before being confidentially destroyed. Staff application forms are kept in our personnel files.

Please return this form to:

Human Resources Department
 Help and Care
 The Pokesdown Centre
 896 Christchurch Road
 Bournemouth
 Dorset
 BH7 6DL



INVESTORS IN PEOPLE



vacancies@helpandcare.org.uk
www.helpandcare.org.uk

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