



# CommuniCare

## EMPLOYMENT APPLICATION

- Please complete all of this form.
- Please return the completed application form to:  
Unit 10 Falcon Enterprise Centre, Victoria Street,  
Chadderton,  
Oldham,  
OL9 OHB

Position applied for: .....

### PERSONAL DETAILS

Title: Mr / Mrs /Miss /Ms / Other (please state) .....
Surname: ..... Forename: .....
Present Address: .....
.....
.....
Postcode: .....
Telephone Number: .....
Mobile Number: .....
Email Address: .....
National Insurance Number: .....
Do you hold a current clean driving licence .....
Do you have your own transport..... Yes ..... No .....
When are you able to take up this position.....

## EDUCATION AND TRAINING (from the age of 11)

From	To	Name and Address of schools/ colleges. Show most recent first	Examinations/awards with subject and dates	Results

## AVAILABILITY:

CommuniCare can offer various working shift patterns e.g. daytime, evenings & weekends and in order for your application to be considered, you will need to specify your permanent availability for these shifts. As we provide services 365 days a year, we would expect applicants to be able to participate in alternate weekend rotas. We will discuss your availability in more detail in the interview, however, please give an indication of availability below:

Monday \* Tuesday \* Wednesday\* Thursday \* Friday \* Saturday \* Sunday \*

Please indicate the type (s) of work that you would prefer:

Full-Time \* Part-Time \* Days \* Evenings \*

Approximately how many hours per week would you like to work? \_\_\_\_\_

Full Employment History		Please complete all sections		
Current or Most Recent	From	To	Position Held	Reason for leaving
Name & Address:				
	From	To	Position Held	Reason for leaving
Name & Address:				
	From	To	Position Held	Reason for leaving
Name & Address:				
	From	To	Position Held	Reason for leaving
Name & Address:				
	From	To	Position Held	Reason for leaving
Name & Address:				

Please attach extra sheets if you require more space.

**\*Please provide the names and addresses of three referees, one of whom should be your current or most recent employer and one other previous employer. The other should be a personal referee, someone who knows you well. Please do not give the name of a relative as a referee. If you are known to your referee by a former name please supply the name by which you were known. We cannot process your application unless you provide this information.**

<b>References *</b>			
	<b>Current/Most Recent Employer</b>	<b>Previous Employer</b>	<b>Personal Reference</b>
Company			
Name			
Position			
Address:			
Telephone			
Fax			
Email			

Please do not contact     
 until employment confirmed:

**I agree to work in excess of 48 hours per week, and accordingly opt out of the Working Time Regulations 1998, Regulation 4. I understand that I may opt back into the regulations by issuing the appropriate notice of 12 week’s notice in writing.**

**Signature .....**

<b>About You</b>	
Describe any training you have had that is applicable to this position.	
Describe any work history applicable to this position.	
What do you like (or think you would like working with older adults?	
How can you make a positive difference to our service users lives?	

## Enhanced Criminal Disclosure

The position you have applied for is exempt from the provision of section 4 of the rehabilitation of offender's act 1974, which means that you are not entitled by law to withhold information about any civil or criminal convictions which for other purposes are "spent" under the provisions of the act. In the event of employment, any failure to disclose such convictions may result in dismissal. Any information given will be completely confidential and will be considered only in relation to this application. In view of this would you please answer the following questions?

Further Information	Please Complete All Sections	
Are you facing any criminal prosecutions?	Yes – give details:	No
Do you have any spent/unspent convictions or cautions under The Rehabilitation of Offenders Act 1974?	Yes – give details:	No
Have you been dismissed from any employment?	Yes – give details:	No
Have you ever been or are you currently going through any investigation or disciplinary action?	Yes – give details:	No

The costs associated with an Enhanced Criminal Disclosure application have to be carried by the applicant.

## DIVERSITY DEVELOPMENT

CommuniCare is committed to the equality of opportunity in employment in accordance with the codes of practice issued by the commission for racial equality, the equal opportunities commission and the code of practice relating to the disability discrimination act. Please answer the questions below, this information is used for monitoring purposes only, and will not be shared with third parties other than in appropriate circumstances.

**Ethnic origin** – I would describe my origin as:

Afro Caribbean  African  Black other  *please specify* \_\_\_\_\_  
 Indian sub-continent  Chinese  Asian other  *please specify* \_\_\_\_\_  
 European (inc. UK)  White other  *please specify* \_\_\_\_\_

**Gender** Male  Female

**Marital status** Single  Married  Divorced  Widowed

**DIVERSITY DEVELOPMENT cont;**

CommuniCare seeks to offer employment opportunities irrespective of physical or mental disabilities wherever possible and will endeavour to make any reasonable adjustments to ensure that disabled people can compete equally with non-disabled people.

**Do you consider yourself to have a disability that is relevant to the position for which you are applying? Yes/No**

If yes please give brief details of the effects of the disability and any assistance you would need:

a) To attend an interview

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b) To enable you to perform the job, if successful.

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**Do you consider yourself to be generally in good health, both mentally and physically? Yes / No**

If no please provide details.

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**Do you have any long term medical conditions?**

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I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment.

I understand that any offer of employment will be subject to the receipt of an enhanced criminal record bureau disclosure and three satisfactory references.

**Print Name;** \_\_\_\_\_

**Signature;** \_\_\_\_\_

**Date;** \_\_\_\_\_