

POLESWORTH GROUP HOMES LIMITED

Company No. 2416194 Registered Charity No. 1003230

JOB APPLICATION FORM



PLEASE COMPLETE THIS FORM IN BLUE OR BLACK INK

Position applied for: _____

PERSONAL INFORMATION

Full name including title: _____

Full address including postcode: _____

Date of Birth: ____/____/____ Email: _____

Home Tel: _____ Mobile: _____

Are you able to remain indefinitely in the UK? Yes No

EDUCATIONAL QUALIFICATIONS

Please include any GCSE, CSE, O levels, A levels or equivalent. Also include any further educational qualifications e.g. University or college degrees, N.V.Q'S, BTEC, or any other relevant qualifications.

| Date | Subject | Qualification |
|------|---------|---------------|
| | | |

DETAILS OF ANY OTHER RELEVANT TRAINING

| Date | Training |
|------|----------|
| | |

PRESENT JOB

Job title: _____

Employer's name and address:

Date employment commenced: _____ Current rate of pay: _____

Brief summary of duties:

PREVIOUS EMPLOYMENT

Please account for all your time during the past ten years, including details of voluntary work, periods of self employment and periods of unemployment or education, starting with the most recent:

| Date from | Date to | Name and address of employer/educational/voluntary organisation etc. | Position held | Reason for leaving (if appropriate) |
|-----------|---------|--|---------------|-------------------------------------|
| | | | | |

EQUAL OPPORTUNITIES

Polesworth Group Homes is committed to a policy of equal opportunities for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Selection for a post will be based purely on merit.

The Equal Opportunities Policy demonstrates commitment to job applications and those involved in staff selection ensure that the recruitment process will be conducted fairly and consistently.

Please tick ONE box for each question.

What is your nationality?

British or mixed British

Irish

English

Scottish

Welsh

Other (please specify)

What is your ethnic group?

Asian

Black

Chinese

Mixed ethnic Background

White

Other (please specify)

CRIMINAL RECORDS

This post will require a disclosure with the Disclosure & Barring Service..

Have you ever been convicted of any criminal offence?

Yes

No

If yes, please state nature of offence, date of conviction and sentence:

DISABILITY

Polesworth Group Homes Limited is working towards equal opportunities and actively encourages applications from people with disabilities.

The Disability Discrimination Act 1995 defines a person with a disability as someone who has: a physical or mental impairment, which has a substantial long term adverse effect on his/her ability to carry out normal day to day activities. Long term means that the disability will last, or be expected to last, for twelve months or is expected to become substantial.

Taking account of the above definition, do you consider yourself to have a disability? Yes No

If yes, please state disability;

TRANSPORT

Do you hold a clean driving licence (that is, no current penalty points)? Yes No

If you have answered NO, please state nature of event, date and outcome:

REFERENCES

Please give names and full address of two persons to whom reference may be made, including your present employer, if applicable. Please **do not** include relatives.

May a reference be sought from your current employer now? Yes No

| Name | Address |
|------|---------|
| | |

OTHER INFORMATION

Please give your reasons for applying for this post and give any other information you may wish us to take into account. This may include voluntary work, special skills and interest. Please continue on a separate sheet if required.

Signature: _____ Date: _____

PLEASE RETURN THE COMPLETED FORM TO:

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| <p>Polesworth Group Homes Limited Laurel End, Laurel Avenue, Polesworth B78 1LT</p> <p>Telephone: 01827 896124 email: enquiries@polesworthhomes.co.uk</p> |
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Chief Executive: Leigh-Anne Smith M.A.
Company Secretary: Clare Forbes ACA, B.A. (Hons)
Chairperson: Dr Sue Barratt
Directors: Gill Irons, David Price, David Lockwood, Ann Wilson