

**Care & Repair Home Improvement Services Ltd**

**JOB APPLICATION FORM**

Ref:

For office use only

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| **Position Applying for** | **Where did you see this position advertised** |
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| Please tell us any dates and times you are unable to attend an interview |  |

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| **1. Personal details** |
| Surname |
| First name(s) |
| Address  Postcode |
| Home Telephone |
| Mobile Telephone |
| Work Telephone |
| E-mail |
| May we contact you in work? Yes No |

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| **If a requirement of the post please confirm if:** |
| Are you entitled to work in the UK? Yes No  If shortlisted you will be asked to provide evidence at the interview |

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| Are you related/connnected to any board members, employees or suppliers of the Agency?  Yes No |
| If yes in what capacity?  (NB:We may not be able to consider you if it is likely to cause a conflict of interest) |

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| Have you any convictions which have not been spent or charges which are outstanding, including driving offences and endorsements?  Yes No  (declaration subject to the Rehabilitation of Offenders Act 1974) |
| If Yes, please specify:  (NB: for certain posts where there is contact with children or vunerable adults we are required to carry out CRB and ISA checks) |

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| **2. References** |

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|  | **Company** | **Name & Position** | **Address** | **Email Address & Tel No** |
| **Present or most recent employer** |  |  |  |  |
| **Previous Employer** |  |  |  |  |
| **Other (can be a previous employer or a character reference)** |  |  |  |  |

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| **3. Education** | | | |
| **Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent. Degrees or diplomas obtained abroad are acceptable if they are of an equivalent standard to UK qualifications.** | | | |
| Name of School/College/University/  Training body | Qualification | Subject | Grade |
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| **4. Training** | |
| Please include any courses that you have attended (through work or outside work) that are relevant to the post you are applying for. | |
| Course Date | Course title and Subjects covered |
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| **5. Membership if professional bodies (if applicable)** | | | |
| Body | Registration Number | Membership Level | Renewal Date |
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| **6. Employment** | | | | |
| Please provide details on your current and past employment including any employment gaps  i.e. Unemployment, raising a family, studying. Include any voluntary or unpaid work. | | | | |
| Dates From/To | Employer’s Name and Address | Postion Held and Salary | Main Responsibilites and Duties | Reason for Leaving |
| **Current/Most Recent Job** | | | | |
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| Notice Period Required: | | | | |
| **Previous Employment** | | | | |
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| **7. Experience and Skills / Supporting Information** |
| **This section is for you to give specific information in support of your applictation. (Please continue on a separate sheet of A4 if you wish). Short listing will be based in the evidence you provide that shows you meet the requirements of the post.**  **CV’s are not accepted as a substitute for completing this section.** |
| After reading the Job Description and the Person Specifciation carefully, consider to what extent you have gained the skills and experience necessary for the post as outlined in the person specification. It is important that you priovide evidence of your achievements by giving examples of your work, or other activities to support your application. **You may wish to use the headings in the person specification in order to set the information out clearly.** |
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| **8. Your reasons for applying for the post** |
| Please explain why you are applying for the post and what personal qualities you bring to the post and the Agency. How would the Agency benefit from employing you? |
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| **9. About Yourself** |
| Please state your interests, hobbies, your voluntary work and any positions of responsibility or public office you hold. |
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| **Data Protection** | |
| **Data Protection:** We compy with the Data Protection Act 1998 when dealing with personal data. We will use your personal information for the purposes of processing this application for recruitment and selection only. Your information will be kept confidential and destroyed after 6 months if you are unsuccessful. We may need to make an application for disclosure of any criminal convictions or other relevant information about you. We will pay the associated fee in that respect. By completing this form you are giving your consent to the taking of these steps and the processing of your information for these purposes. | |
| **Declaration and Signature**  I confirm that this application for has been completed by me and the information I have given is true and complete to the best of my knowledge. I understand and accept that if I have given any information that is false or if I withhold any relevant information, it may lead to my application being rejected, or if I have been appointed, to my dismissal.  **Please note if you are sending this form via email, you will be required to sign this form if you are invited to attend an interview.** | |
| Signed: | Date: |