

Application Form

Confidential



PLEASE ENSURE YOU FILL IN ALL SECTIONS

| | | |
|--------------------------|--|---|
| POST APPLIED For: | PLEASE Indicate Which BRANCH The Role Is For? | WHERE DID YOU SEE THIS POST Advertised? (circle) |
| | | Job Centre Website Newspaper friend: _____ Other: _____ |

1. PERSONAL DETAILS And INFORMATION (to be completed in block capital please)

| | |
|--------------------------------|--|
| Surname: | Title: Mr / Mrs / Miss / Ms (delete as appropriate) |
| Forenames: | NI No. |
| Address: | |
| | |
| Postcode: | Email: |
| Home Tel No (inc code): | Mobile Tel No: |

2. ADDITIONAL INFORMATION

| | |
|--|--|
| Do you possess a valid driving licence for the UK? (please circle) Yes / No | Do you have use of a car for work? (please circle) Yes / No |
| Do you have the legal right to work in the UK? (please circle) Yes / No | |
| If 'Yes' but there are conditions attached, please specify (e.g. Work Permit Type, Expiry Date etc.): | |
| | |
| If 'No', please note we are unable to recruit anyone who does not have the legal right to work in the UK. | |
| Are you related to or do you know anyone who works for aliyuCARES? (please circle) Yes / No | |
| If 'Yes' please give the name of the employee and the relationship to them. | |
| | |
| Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by aliyuCARES? (please circle) Yes / No (if yes, please advise details at interview) | |

3. CRIMINAL RECORD DECLARATION

The nature of the work you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Because you are applying for a post involving access to persons in receipt of care services, your offer of employment will be subject to a satisfactory enhanced Disclosure and Barring check. It is therefore a requirement that all previous convictions are declared, even those which would otherwise be regarded as 'spent'. (Any such information will be treated confidentially).

Please read the above carefully and then answer the following questions:

| |
|--|
| Have you ever been convicted of a criminal offence? (please circle) Yes / No |
| Have you ever received any official cautions, reprimands or warning? (please circle) Yes / No |
| To your knowledge, are you currently the subject of any criminal proceedings or any police investigation? (please circle) |
| Yes / No |

4. EMPLOYMENT HISTORY

Current/Most Recent Employment

| | | |
|-------------------------|--------------------|------------------|
| Employer's Name: | Start date: | End date: |
|-------------------------|--------------------|------------------|

Address:

| | |
|------------------|----------------|
| Postcode: | Tel. No |
|------------------|----------------|

| | |
|-------------------|----------------------------|
| Job Title: | Final pay / salary: |
|-------------------|----------------------------|

Reason for leaving if applicable:

Brief description of duties and responsibilities:

Full Employment History (most recent first with any gaps explained) please continue of an additional sheet if required

| Dates | | Job Title | Employer's Name and Address | Reason for Leaving |
|-------|----|-----------|-----------------------------|--------------------|
| From | To | | | |
| | | | | |
| | | | | |
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5. REFERENCES

Please provide the names and contact details of referees: the first two must be your present or most recent employer, if there is less than two years between both of these then please provide a further reference. We will not contact any referee without your permission or until an offer of employment has been accepted. If you do not have three employment references, one may be from a professional body, a lecturer or teacher or similar. *Also, if you have previously been employed in a position which involved working with vulnerable adults or children for more than three months then one of the references you provide must be from this agency/employer. (In accordance with the Health and Social Care Act 2008).*

Personal Referees such as relatives, friends, neighbours etc. **ARE NOT** acceptable as referees

| 1. Current or Last Employer | 2. PREVIOUS EMPLOYER | 3. CHARACTER REFERENCE |
|---|---|---|
| Company 1 Name: | Company 2 Name: | Referee Name: |
| Referee's name and position: | Referee's name and position: | Referee's Job title: |
| Address: | Address: | Address: |
| Postcode: | Postcode: | Postcode: |
| Tel no: | Tel no: | Tel no: |
| Email address: | Email address: | Email address: |
| Relationship to you (e.g. manager / supervisor) | Relationship to you (e.g. manager / supervisor) | Relationship to you (e.g. Tutor / supervisor) |
| Can referee be contacted prior to interview YES/NO | Can referee be contacted prior to interview YES/NO | Can referee be contacted prior to interview YES/NO |

6. Applicant Declaration (Please read carefully before signing the application)

- 1) The information in this form is true and complete. I agree that any deliberate omissions, falsification or misrepresentation on this form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. This equally applies to any medical questionnaires I may complete.
- 2) I confirm that I have not been subject to any cautions or convictions (other than those given above), investigation, disciplinary action, or enquiry into adult/child protection matters or inappropriate behaviour, and that the information I have given in the Criminal Record declaration section is to the best of my knowledge correct.

Name (please print): Signed: Date.....

What happens now:

- If you have downloaded this application form please scan it or take a clear photo of it and email it to admin@aliyucares.com
- If you have not received any correspondence within 14 days then please assume on this occasion you have been unsuccessful, and your application form will be kept on file for 6 months.

Thank you for your application

New Employee Bank & Personal Details

Personal Information

| | |
|----------------------------|--|
| Name: | |
| Position Name: | |
| Branch | |
| Date of Birth: | |
| National Insurance Number: | |

Bank Account Details

In accordance with the conditions of employment, I give below details of my Personal Account so that my Salary/Wages may be paid into the account below by direct credit transfer.

| | |
|--|--|
| Name of Bank / Building Society: | |
| Bank Sorting Code: (i.e. 20-50-40) | |
| Address of Branch: | |
| Account Owner Name: (i.e. Mr J Smith) | |
| Account Number: (i.e. 7001234) (please print i.e. seven, zero, zero, one etc) | |
| Roll Number (if applicable - usually for Building Society Accounts) | |

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

Emergency Contacts