**Form AP1**

Application for Employment

**Private and Confidential**

|  |  |  |
| --- | --- | --- |
| **Position Applied for:** |  | **Reference Number:** |
|  |  |

|  |
| --- |
| **Personal Details** |
| **Name** | **Title:** |
| **Forename(s):** |
| **Surname:** |
| **Contact Information** | **Address:** |
| **Post Code:** |
| **Email:** |
| **Tel No. (Home):** |
| **Tel No. (Mobile)** |
| **N.I Number:** |

|  |
| --- |
| **Current Driving License** |
|  | **Yes:** |  | **No:** |  |  |
| **Expiry Date:** |
| **Details of Endorsement(s):** |
|  | **Do you own a car?** | **Yes:** |  | **No:** |  |  |

|  |
| --- |
| **Permission to Work in the UK** |
|  |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | Yes [ ]  No [ ]  |  |
|  |
| If you are successful in your application, would you require permission to work in the UK? | Yes [ ]  No [ ]  |  |
|  |

|  |
| --- |
| **Education** (please complete in full and use a separate sheet if necessary) |
|  | **Schools/College/University Names** | **Qualifications Gained** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Employment History** (please complete it in full and use a separate sheet if necessary) |
| **Last/Current Employment** | **Name of Employer:** |
| **Address:** |
| **Dates of Employment:** |
| **Job Title:** |
| **Duties:** |
| **Reason for Leaving:** |
| **Notice Period:** |
| **Please explain any gaps in employment if this employment did not immediately follow your****previous employment.** |
| **Previous Employment #2** | **Name of Employer:** |
| **Address:** |
| **Dates of Employment:** |
| **Job Title:** |
| **Duties:** |
| **Reason for Leaving:** |
| **Please explain any gaps in employment if this employment did not immediately follow your****previous employment.** |
| **Previous Employment #3** | **Name of Employer:** |
| **Address:** |
| **Dates of Employment:** |
| **Job Title:** |
| **Duties:** |
| **Reason for Leaving:** |
| **Please explain any gaps in employment if this employment did not immediately follow your previous employment.** |
| **Previous Employment #4** | **Name of Employer:** |
| **Address:** |
| **Dates of Employment:** |
| **Job Title:** |
| **Duties:** |
| **Reason for Leaving:** |
| **Please explain any gaps in employment if this employment did not immediately follow your previous employment.** |
| **Previous Employment #5** | **Name of Employer:** |
| **Address:** |
| **Dates of Employment:** |
| **Job Title:** |
| **Duties:** |
| **Reason for Leaving:** |
| **Please explain any gaps in employment if this employment did not immediately follow your previous employment.** |
| **Previous Employment #6** | **Name of Employer:** |
| **Address:** |
| **Dates of Employment:** |
| **Job Title:** |
| **Duties:** |
| **Reason for Leaving:** |
| **Please explain any gaps in employment if this employment did not immediately follow your previous employment.** |

|  |
| --- |
| **Leisure** |
|  | **Please note here your leisure interests, sports and hobbies, other pastimes, etc.:** |
|  |

|  |
| --- |
| **References** (please note here two persons from whom we may obtain both character and work references) |
| **Reference #1** | **Title:** |
| **Forename(s):** |
| **Surname:** |
| **Address:** |
| **Post Code:** |
| **Contact No.** |
| **Position Held** |
| **Reference #2** | **Title:** |
| **Forename(s):** |
| **Surname:** |
|  **Address:** |
|  **Post Code:** |
|  **Contact No.** |
|  **Position Held** |

|  |
| --- |
| **General (including as applicable)** |
| Do you have any convictions, cautions reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | Yes [ ]  No [ ]  |  |
|  |  |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website. |
| (Declaration subject to the Rehabilitation of Offenders Act 1974) |
| If yes, give details |       |  |
|  |
| If offered this position, will you continue to work in any other capacity? | Yes [ ]  No [ ]  |  |
|  |
| If yes, give details |       |  |
|  |
|  |

|  |
| --- |
| **Additional Personal Details** |
| Applicants are requested to tick the relevant boxes below to enable the organization to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential. |
|  | White – British [ ]  Mixed – White and Black Caribbean [ ]  Asian/Asian British – Indian [ ] White – Irish [ ]  Mixed – White and Black African [ ]  Asian/Asian British – Pakistani [ ] White – Other [ ]  Mixed – White and Asian [ ]  Asian/Asian British – Bangladeshi [ ]  Mixed – Other [ ]  Other Asian Background [ ] Black/Black British – Caribbean [ ]  Chinese [ ] Black/Black British – African [ ]  Arab [ ] Black/Black British – Other [ ]  Other [ ]  Male [ ]  Female [ ]  |  |
|  |
|  |

|  |
| --- |
| **Recruitment Policy** |
| It is the organization’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, gender reassignment, marital or civil partnership status, age or disability. |
| I authorize the organization to obtain references to support this application once an offer has been made and accepted and release the organization and referees from any liability caused by giving and receiving information. |
| Declaration | I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal. |
| Signature |  |  |
|  |
| Date |       |  |
|  |

|  |
| --- |
| **Data Protection** |
| 1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy is attached to this application form / You can view the privacy notice at [Privacy Policy - Oasislife Care](https://oasislifecare.co.uk/privacy-policy/).
 |

|  |
| --- |
| **Declaration** (please read this carefully before signing this application) |
| 1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a Disclosure and Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
 |
| **Signed:** | **Date:** |