|  |
| --- |
| **Application Form** |
|  |
| Return this form to: your local area office or head office:  |
| Position applied for:  |
| **1.Personal information (confidential)** |
| Title: |  |
| Name: |  |
| Home Address: |
| Email: |  |
| Telephone (landline): |  |
| Telephone (mobile): |  |
| Date of Birth: |  |
| National Insurance No: |  |
|  |
| Do you hold a current driving licence? | Yes |  | No |  |
|  |
| Do you have a current right to work in the UK? | Yes |  | No |  |
| If no, please provide details. 2.**Eligibility to work in the UK & Ireland**: You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application.  Please confirm which of the following you have by putting an X in front.( ) British Passport or UK birth certificate & letter( ) Certificate of registration / naturalisation as a British Citizen( ) Passport showing right to live & work in the UK( ) Non-European passport with relevant work visa( )EEC passport or identity card plus required work registration letterAny other document that supports your eligibility to work in the UK.**Please confirm which category applies to you by putting an X in front.**( ) Applying for a sponsorship/skilled worker category( ) Applying for a sponsorship/ International student UK based( )Applying for a sponsorship/dependent of a student category UK based( ) Applying for sponsorship/ Skilled worker changing the employer UK basedAny other document that supports your eligibility to work in the UK. |
| **3.Education** |
| Please provide your education history here:  |
| Schools/Colleges/University Qualification gained/year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.Employment history ( provide complete or 10 years history )** |
| Name and address of employer(s) | Job title and main duties | Date of departure and reason for leaving |
| 1. |  |  |
| 2 |  |  |
| 3. |  |  |
| 4. |  |  |
| 5.  |  |  |
| 6 |  |  |
| 7. |  |  |
| If required, use separate sheet to continue. |
|  |
| Give details of any other employment that you currently have and would continue with if you were to be successful in obtaining this role:  |
|  **5.Gap in the Employment History** |
| Were there any gaps between any of the above jobs listed? If so, how long and why? Please state:1. Length of gap:
2. Between which employment:
3. Reason:
 |
| **6.References** |
| Please give the names and addresses of your most recent employer and one character reference (if applicable). If you are unable to do this, please clearly outline who your referees are. If this is your first job, give your tutor or lecturer’s name.  |
| 1.Name:Address:Tel and email:How do you know this person? | 2.Name:Address:Tel and email:How do you know this person? |
| Do you give consent to approach these referees interview?Yes No |
| **7.Training and Development** |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. |
| **8.Skills and Experience** |
| Please tell us what skills, abilities and experience you have related to this vacancy. |
| If you have previously worked for us, please tell us when, and your reason for leaving:Are you related to any current or previous member of staff employed by Newmark care Ltd (even if someone is waiting to hear the outcome of their application)? If yes, please give the name: |
| **9.Criminal record** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides you may be asked to disclose your caution or conviction even if it is considered spent under the 1974 Act. The provision for this is set out in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended (the “Exceptions Order”). This is in recognition that there are certain activities for which fuller disclosure of a person’s criminal record history is relevant, for example, where there is a real risk to children, other people in vulnerable circumstances or some other particularly sensitive area of work. |
| Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? If yes, please give full details. |
| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. |
| **10.Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Newmark care being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010) and enhanced DBS check.  |
| **Signed:** |  | Date: |
| Name: Date: |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. |