



**Please note that any applications not completed IN FULL will not be considered.
Please ensure form is legible**

APPLICATION FOR EMPLOYMENT

Please note: We do not accept applicants wanting less than 24 hours per week.

*****We are no longer offering sponsorship for new applicants***.**

POSITION APPLIED FOR:

Hours requested per week:

Title:
Forenames:
Surname:
Address:
Postcode:
E-mail address:
National Ins No:
Tel. Nos (please include code):
Home
Mobile

In less than 50 words, please state the reasons why you have chosen the position applied for and what values you would bring to this post.

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OTHER EMPLOYMENT

Please detail any other employment you would continue with if you were to be successful in obtaining this position.

REFERENCES

Please provide details **IN FULL** of two referees who can provide information relating to your competency, one of whom must be your **present or most recent employer**. If you are a student, please give an academic referee. You are applying for a post which requires unsupervised access to vulnerable adults and the company reserves the right to approach any past employer for a reference.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No:		Tel No:
	Email:		Email:
	May the company approach the above prior to interview? Yes/No		May the company approach the above prior to interview? Yes/No

Availability

Please state any dates and/or times when you are not available for interview:

How much notice are you required to give you current employer if applicable?

When are you available to start work?

Do you have any holidays booked? If yes please give correct dates.

Successful applicants will be required to complete a DBS check prior to employment.

Wentworth court complies with the code of practice required as an organisation which uses the Disclosure and Barring Service (DBS) checking service to assess the suitability of applicants. We undertake to not discriminate unfairly against any individual subject to a DBS check on the basis of a conviction or any other information.

A DBS check will form part of this recruitment process and we will require you to provide details of your criminal record. Failure to reveal information directly relevant to this position may lead to withdrawal of an offer of employment.

You will be required as part of the application process to be checked by the DBS check. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act.

Have you ever been convicted of a criminal offence, ever been bound over or cautioned or are you currently the subject of any police investigations, which might lead to a conviction, an order binding you over a caution in the UK or any other country? Yes/No

If Yes please explain:

Right to work in the UK

Without the appropriate documentation you will not be able to undertake employment at Wentworth Court. If successful, you will be expected to provide a minimum of three types of ID. One must contain your photograph and one must contain your current address. What form of documentation can you provide to prove your eligibility to work in the UK?
e.g. Passport, full UK birth certificate, share code

Are there restrictions on you taking up employment in the UK, Yes/No?
Please provide DOB and Sharecode if applicable:

Have you ever gone by a different name? If yes please state below the previous name. If successful you will need to provide us with a Deed poll or marriage certificate.

Data Protection Act 2018

Under the terms of the Data Protection Act 2018 (GDPR) the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

Declaration

I declare that to the best of my knowledge the information on this application form is true and correct. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the application process or dismissed without notice from employment.

Print Name:

Sign Name:

Date signed

Office use only:

Applicant interview arranged Yes/No Date:

Time:

Applicant successful Yes/ No

