

RECRUITMENT APPLICATION FORM

Post applied for:	Available start date:	How did you find about the vacancy:
Support Worker		

1. PERSONAL DETAILS

Surname:	Forename(s):
All Previous Names:	Date of Birth:
Address:	E-mail address:
Postcode:	Evening Tel No.
Daytime Tel No.	Evening Tel No.
Do you have a current Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is your driving license a manual license? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any endorsements on your Driving License? Yes or No (<i>If Yes please give details</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you speak or read any other languages? Yes/No (<i>If Yes please give details</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality:	National Insurance No:
Do you require a visa to work in the UK Yes <input type="checkbox"/> No <input type="checkbox"/>	When does your visa expire
How many hours are you entitled to work	

2. EDUCATION

(Details below may be checked)

Name/Address of Schools attended since age 11	Date		Qualifications
	From	To	

3. FURTHER EDUCATION

(Details below may be checked)

Place of Education	Date		Type of Training /Qualifications
	From	To	

4. EMPLOYMENT DETAILS/HISTORY

Present or Most Recent Employer:		
Type of Business:	Job Title:	
Start date:	Leaving date:	Salary:
Address:		
Post code:		
Duties/Responsibilities:		

Previous Employer:		
Type of Business:	Job Title:	
Start date:	Leaving date:	Salary:
Address:		
Post code:		
Duties/Responsibilities:		

Previous Employer:		
Type of Business:	Job Title:	
Start date:	Leaving date:	Salary:
Address:		
Post code:		
Duties/Responsibilities:		

5. Community/Voluntary Experiences:

Name of Organisation & Address:	Dates		Post/Title:	Duties:
	From	To		

6. GAPS IN CV

[To be completed by applicant]

FROM	TO	EDUCATION / EMPLOYMENT HISTORY	REMARKS **Note any gaps in CV and request written explanation.

7. ADDITIONAL PERSONAL DETAILS

Please give more details in writing in the box below regarding any gaps in your CV. Should you find the space provided to be insufficient, please provide an attachment?

8. Have you ever worked with vulnerable adults or children before?

YES

NO

Please state in the box below the reasons why you left the above post / posts.

10. EQUAL OPPORTUNITIES & ETHNIC MONITORING

Marcus & Marcus wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic or national origin, marital status, age or disability.

Under the requirements of the Race Relations Act, the employer must monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the ethnic groups to which they belong.

In order to comply with the Race Relations Act & to identify any barriers that may exist within our organisational procedures, we monitor the ethnic origin of all employees throughout the employment cycle by requesting the following information.

All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process.

- a. **My gender is** **Female** **Male**
- b. **My age group is** **16 – 19** **20 – 29** **30 – 39**
 40 – 49 **50 – 59** **60+**
- c. **What is your marital status?** **Married** **Single**
- d. **Do you consider yourself disabled?** **Yes** **No**

If you have answered yes, what is the nature of your disability?

- Dyslexia
- Visual impairment
- Hearing impairment
- Mobility difficulties and/or wheelchair use
- Personal care support required
- Mental health difficulties
- An unseen disability (i.e. diabetes etc)
- Multiple disabilities
- A disability not included here
- Prefer not to say

e. What is your ethnic group?

WHITE

- British
- Irish
- Other White

MIXED

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed

ASIAN

- Indian
- Pakistani
- Bangladeshi
- Other Asian

BLACK OR BLACK BRITISH

- Caribbean
- African
- Other

CHINESE OR OTHER ETHNIC GROUP

- Chinese

ANY OTHER ETHNIC GROUP **PLEASE SPECIFY.....**

11. GENERAL INFORMATION

Interest/Hobbies:	
Membership held in Sports/Social Clubs, etc.:	
Public Duties (JP, Local Councillor, etc.):	
Have you ever been convicted for a criminal offence? Yes/No (if so please give details)	
Membership of Professional Organisations/Unions:	

12. PROFESSIONAL REFEREES:

**(Please note you must use your most recent jobs/ or education institution.
This must correspond with Sections 3 & 4)**

Name:	Tel:
Address:	Post code:
Occupation / Job title:	Official / Organisation E-mail address

Name:	Tel:
Address:	Post code:
Occupation / Job title:	Official / Organisation E-mail address

Do you have any objection to your referees/employer being contacted prior to any job offer?

Yes No

Please give details of your next of kin, who can be contacted in an emergency

Name:	Tel:
Address:	Post code:
Relationship:	

I give my consent to obtain references to support this application once an offer of employment has been made and accepted and release the Company and referees from any liability caused by giving and receiving information.




I confirm that the information given on this form is to the best of my knowledge true and complete. Any false statement may be sufficient cause for rejection or dismissal.

Signed: _____ Date: _____

Understanding your availability.

In order to meet the needs of the people we support we need to understand what your ‘realistic’ availability is and how this will work for our service users.

As a general rule if you are looking for a part time contract then you need to make yourself available for at least 15 shifts (2 of these shifts must be during the weekend); if you are looking for a full time contract, then you need to make yourself available for all 21 shifts. We would always give you plenty of notice so you would know what shifts you would be working on.

Please indicate your availability by putting a  in the boxes you are available for work and a  in the time slots you are NOT available for work; for example if you are available for work Tuesday mornings between 8am – 3pm then mark this box with a .

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 am – 3pm							
3pm – 10pm							
Waking Night/Sleepover							

Do you have permission to reside and work in the UK ? _____ YES / NO _(mark as appropriate)

If you have a Visa to work in the UK, when does it expire and what is your visa number and how many hours are you entitled to work:

Expiry date: _____ Visa number: _____ Number of hours entitled to work _____

Name of Candidate: _____ Signature _____ Date _____

PRE-EMPLOYMENT QUESTIONNAIRE

Name: _____

Position applied for _____

Physical description: _____

Doctor's name and address: _____

Height: **ft** **inches** **OR** **metric**

Weight: **stones** **lbs** **OR** **kg**

Are you suffering or have you ever suffered from :	Yes	No	Please give details
Back or neck pain?			
Rheumatic or arthritic conditions?			
Hernia?			
Upper limb disorder such as tenosynovitis, tendonitis or carpal tunnel syndrome?			
Fits, fainting attacks or epilepsy?			
Depression, anxiety or nervous illness or have you been referred for psychiatric assessment?			
Typhoid, paratyphoid, dysentery or food poisoning?			
Tuberculosis or hepatitis			
Any illness or medical condition not specified above.			

Name of Candidate: _____ **Date** _____ **Signature** _____

	Yes	No	Please give details
Have you ever lost time from work as a consequence of one of the above conditions?			
Are you currently on any medication, or undergoing any treatment?			
Have you ever taken time off work due to an accident at work?			
Have you ever been in receipt of state benefit as a consequence of an illness or injury arising from your work?			
Have you ever been awarded compensation for an injury or illness arising from your work?			

Criminal Convictions

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975. Applicants are therefore not entitled to withhold information about convictions, which for any other purposes are ‘spent’ under the provisions of the Act. Failing to disclose such convictions could result in dismissal.

Please give details of any Criminal convictions or prosecutions pending.

I declare that the statements are true. I am now in, and usually enjoy, good physical and mental health. I understand that the non-disclosure or suppression of any relevant facts known by me may prejudice my application, or if appointed could lead to the termination of my employment.

I agree that a medical report may be obtained from my doctor or hospital specialist.

Name of Candidate: _____ **Date** _____ **Signature** _____