



SPACE TO GROW

## Country Care Job Application Form

Application for the post of: \_\_\_\_\_

### Personal Details:

**Full name:**

**Date of birth:**

*(Have you been known by any other name since the age of 18? If Yes give details)*

**Address:**

**Telephone number/s:**

**Email:**

### Full Employment History:

*(This must include details of all employment including, for each job: name and address of employer, full dates employed (i.e. day/month/year), position held, duties and achievements, salary, reason for leaving. And for current employer: period of notice required. Continue on a separate sheet if necessary)*

<b>Dates</b> <i>dd/mm/yyyy</i>	<b>Employer</b>	<b>Address</b>	<b>Position &amp; salary</b>	<b>Reason left</b>
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**Education, Qualifications and Training Courses:**

*(Schools and colleges attended with dates. Qualifications held; level and grade and dates achieved (MM/YY). Documentary evidence will be required for qualifications)*

**Other Experience:**

*(All time since leaving full time education should be accounted for. Details must be given for any period not covered by full time employment, education or training. E.g. unemployment, voluntary work, raising a family, part time work or education)*

**Supporting Statement:**

**(How will your skills, knowledge and experiences meet the requirements of this post and the needs of the children and young people at Country Care, please refer to the person specification and job description? Continue on a separate sheet if necessary)**

**References:**

*(References will always be taken from your current or most recent employer and may be sought from any previous employers. You should also supply the name address and telephone number/s of at least one other referee.)*

**Other information:**

**Details of hobbies and pastimes:**

**Do you hold a full, current, clean driving licence?**

**Yes/No**

**If No, please give details:**

**Do you have a car available for your use?**

**Yes/No**

**Have you any disciplinary action outstanding with your present employer?**

**Yes/No**

**If Yes, please give details:**

**Are you (or your spouse) a British or EU national?**

**Yes/No**

*(Successful candidates will need to provide documentary evidence of their entitlement to work in the UK before they begin employment.)*

**When would you be available to start work?**

**Where did you see this post advertised?**

**I certify that the information given above is true and understand that giving false or misleading particulars will lead to the job offer being withdrawn or disciplinary proceedings instituted.**

**Signed:**

**Date:**

## **DISCLOSURE OF CRIMINAL CONVICTIONS**

The post for which you are applying 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 (Exceptions) Order 1975. Therefore you are not entitled to withhold information about convictions which for other purposes may be 'spent' under the provisions of the Act.

You are required to give details of ALL convictions etc. This is in addition to co-operating with police checks and DOH checks. Information given may be disclosed to the police and Social Services. Any information given will be considered only in relation to your suitability for employment/continued employment in this particular post or for any other post that you are seeking which is exempt under the Rehabilitation of Offenders Act.

Country Care is an equal opportunities employer and disclosure of criminal convictions will not preclude you from consideration for employment or continued employment with Country Care. Failure to disclose convictions WILL result in disciplinary action.

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Please give details of ALL convictions, including the offence, the date, the court and the penalty. Please state 'NONE' if you have never been convicted of an offence.

Have you ever received a formal caution? YES/NO (If 'YES' please give details)

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Please give details of any matters where legal action is pending or a summons has been received.

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## **DECLARATION**

***I certify that the information given above is true. I understand that failure to disclose convictions will disqualify me from appointment.***

***I undertake and agree that, if during my employment with Country Care, I am investigated for any criminal offence I will inform the Owners/Manager immediately and advise them of the outcome. This will include details of any cautions, receipt of summons, charges, conviction and penalty.***

***I understand that, if appointed, failure to disclose convictions in accordance with this undertaking may result in immediate dismissal without notice.***

**SIGNED:**

**DATE:**

**PRINT NAME:**

**POSITION:**