



APPLICATION FORM



Please answer all the following questions fully, mark N/A where a question does not apply and include any additional information on a separate sheet if necessary.

Position Details

Position applied for? _____

Able to work? (Delete where applicable)

Single Runs Double Ups Sits Nights Live-in Weekends

Personal Information

Surname _____ Title _____

Month & Year of any name changes _____

Forename(s) _____

Previous name (s) _____

Address _____

Post code _____ Month & Year moved into current address _____

Home telephone no. _____ Mobile No. _____

E-mail address _____

Do you have a full UK driving licence? YES / NO

Do you have a valid passport? YES / NO

Do you require a permit to work in the UK? YES / NO

What is your immigration status? e.g. British citizen/Indefinite leave

If applicable what Year did you arrive in the U.K?

Country of birth _____ District of birth _____

Employment History: Please tell us details of employment you have held in the past 10 years & explain gaps.

Date from	Date to	Company Name and address	Position & brief outline of the role	Reason for leaving

Qualifications: For Example: GCSE's, NVQ's, GNVQ's, Graduate, Post graduate courses etc.

Date from:	Date to:	Subject taken/training course attended:	Awarded by:	Grade/Pin Number:

Short Training Courses: For example: Moving & Handling, First Aid, Food Hygiene, and Adult Protection

Course Title:	Date Achieved:

Additional Information: Please provide details of why you feel you are suitable for this role:

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Retention: Staff retention is very important to us, please help us by completing this short section below:

3 reasons why you are changing your employment:	3 reasons why you would like to work with Plan-it Homecare:

References:

Please supply 2 work related referees, one being your current or most recent employer.

1. Current/most recent employer

Name: _____

Position: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

2. Other referee

Name: _____

Position: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Data Protection:

In accordance with Data Protection Act 1998, you should be aware that personal details submitted with this application form will be used only for selection and interview procedures and employment records if the applicant is successful.

Declaration: Please read this carefully before signing the application form.

I confirm that the information that I have provided on this form is correct to the best of my knowledge. Please ensure that you have completed each part of the application form fully and that you have given full past employment details including addresses and contact details.

Signed:

Date:

Successful applicants will be contacted within 48 hours of interview appointment.