

# Application form



**Post applied for:** Care Worker

Please complete in black ink or type

<b>Preferred title:</b>	<b>First name:</b>
<b>Surname/family name:</b>	
<b>Address:</b>	
<b>Post code:</b>	
<b>E mail address:</b>	
<b>Tel. (home):</b>	<b>Tel. (work or mobile):</b>

## References

Please give name and contact details of two people who can provide references for you. They **must** be your last two employers. If you aren't currently in employment please see the enclosed guidelines on completing this form. Crossroads Care reserves the right to contact other previous employers. We do not approach referees until after interview.

<b>Present or previous employer</b>	
<b>Name:</b>	<b>Name:</b>
<b>Job title:</b>	<b>Job title:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>E mail address:</b>	<b>E mail address:</b>
<b>How is this referee known to you?</b>	<b>How is this referee known to you?</b>
Do you wish to be contacted before we approach this referee? Yes/No	

Tendring & Colchester Crossroads  
Bosworth House  
High Street  
Thorpe Le Soken  
Essex  
CO16 0EA

### Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of home care services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Write YES or NO \_\_\_\_\_

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview. Please see guidelines on completing the application form for further details.

### Declaration

I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

**Signed:**

**Date:**

If you downloaded your application from the internet please print and sign it.

Section A will be detached from your application. All short listing will be carried out on a fair basis in accordance with equal opportunities legislation and policy

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## Education and qualifications

Please tell us about the school/college/university you attended, starting with the most recent.

Name of school/ college/university	Dates you started and finished	Qualification and grade

## Training

Please tell us about training courses you have been on that are relevant to this application.

Course title and content	Organisation that ran training	Date training attended

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**Present or most recent employment**

<b>Employer's name and address:</b>	
<b>Dates of employment including month and year:</b>	
<b>Post title:</b>	
<b>Please tell us about what your duties were:</b>	
<b>Reason for leaving:</b>	
<b>Notice required:</b>	<b>Salary and number of hours worked:</b>

**Past employment**

You must give details of your entire work history and account for any gaps.

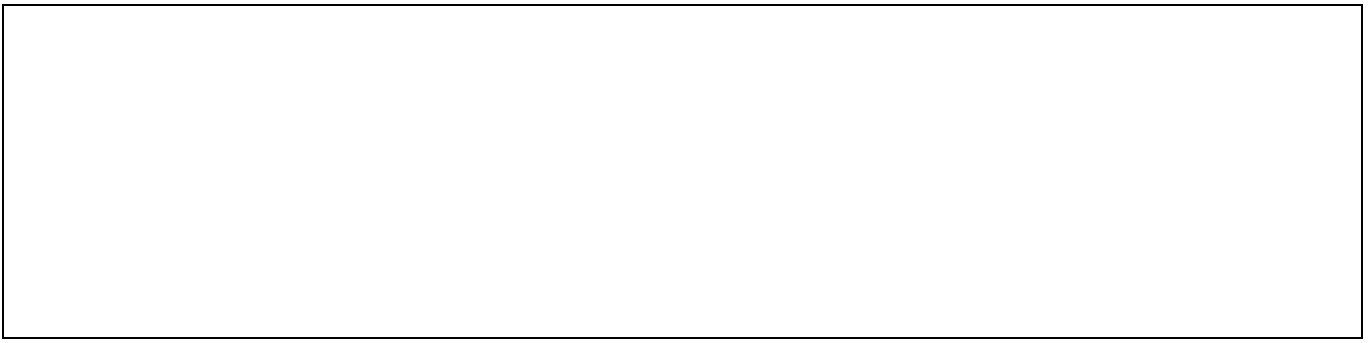
<b>Employers name and address:</b>	<b>Dates from &amp; to month &amp; year:</b>	<b>Job title &amp; brief description of duties:</b>	<b>Reason for leaving:</b>

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If you need more space please continue on a separate sheet of paper.

### **Information in support of your application**

Please use this space to tell us how your skills, experience and knowledge meet the criteria in the person specification.



If you need more space please continue on a separate sheet of paper