



## job application form

Aspects Care is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

FOR OFFICE USE	
Job ref no:	
Date sent out:	
Date returned:	
Application no:	
Closing Date:	

**If you have not received a response to your application within 10 working days then unfortunately your application has been unsuccessful.**

### 1. Vacancy Details This section must be completed

Job title: \_\_\_\_\_

Service Area: Supported Living

### 2. Personal Details

First name(s): \_\_\_\_\_

Last name: \_\_\_\_\_

Title: e.g. (Mr,Mrs,Ms): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime tel no: \_\_\_\_\_

Evening tel no: \_\_\_\_\_

Mobile tel no: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter Yes  No

National Insurance Number, if you have one

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Current driving licence (if this is a requirement of this job): Yes  No

If YES, type of licence \_\_\_\_\_

### 3. Arrangements for interview

Do you require any particular arrangements when attending an interview?

Yes  No

If yes, please give details so that we can accommodate them.

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## 6. Present or Most Recent Employment (if any)

Job title: \_\_\_\_\_ Employer: \_\_\_\_\_

Salary: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date left (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Outline of roles and responsibilities

Reason(s) for leaving (if applicable): \_\_\_\_\_

Availability for work: \_\_\_\_\_

## 7. General Information

a) Are you related to any employee of Aspects Care?

Yes  No  If Yes please provide details:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship: \_\_\_\_\_

b) Do you wish to job share the job you are applying for?

Yes  No

c) What languages can you speak? Please state:

\_\_\_\_\_  
\_\_\_\_\_

d) What is the maximum distance you are willing to travel to your place of work? (*Please give your answer in miles*):

\_\_\_\_\_

## 8. Dismissal

Have you ever been dismissed from work?

Yes  No

If yes, please give details:

## 9. Eligibility to Work in the UK

Are you entitled to work in the UK without having a work permit?

Yes  No

Are you a European Economic Area (EEA) citizen?

Yes  No

Please note: all candidates who are invited for interview will be asked for documentary proof of entitlement to work in the UK (i.e. birth certificate or passport showing EEA citizenship or entitlement to work in the UK, National Insurance card, P45 or P60 showing name or NI number, visa or letter from the Home Office showing right to work in the UK).

## 10. Rehabilitation of Offenders Act 1974

Because of the nature of Aspects Care's work, many of our posts are exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore obliged to provide details of their criminal record, including spent convictions, at an early stage of the application process. Please note that failure to reveal information that is directly relevant to the position may lead to withdrawal of the offer of employment or subsequent dismissal at a later date. Successful applicants will be required to complete an enhanced disclosure prior to commencing employment.

We would like to stress that having a conviction will not necessarily prevent you from gaining employment with us. Please note the successful applicant will be subject to checks by the Criminal Records Bureau and against the Vulnerable Adults' Barred list.

Do you have any current or previous convictions or cautions?

Yes  No

If you answered yes please provide details of type and date of offence

If you require further space, continue on a separate sheet, in an envelope marked "Private and Confidential" and attach to this form.

**11. References** Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references. Please put a cross in the appropriate box(es) below if you do not wish us to take up a reference without your consent.

Company \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel no: \_\_\_\_\_ Email: \_\_\_\_\_

Job title: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

If this referee knows you by another name please give that name:

\_\_\_\_\_

Company \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel no: \_\_\_\_\_ Email: \_\_\_\_\_

Job title: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

If this referee knows you by another name please give that name:

\_\_\_\_\_

## 12. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and job reference number / job title.

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## 13. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by Aspects Care in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Aspects Care Ltd also shares information with Job Centre Plus for statistical purposes, by signing the declaration below, you consent to your information being shared with Job Centre Plus.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I, (print name):

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Consent to Aspects Care recording and processing the information detailed in this application form. I understand that this information may be used by Aspects Care in pursuance of its business purposes and my consent is conditional upon the Aspects Care complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature:

Date:

### **Application forms not fully completed may be refused.**

You are not eligible to apply if you already have an application currently under consideration, or you have previously applied to any Aspects Care Ltd vacancies within the last six months.

## Recruitment Monitoring

(It is not a requirement of the application form to complete this section, however if you are offered employment by Aspects Care Ltd you will be required so supply this information for our recruitment monitoring purposes.)

Name: \_\_\_\_\_

Job title applied for: \_\_\_\_\_

Job ref number: \_\_\_\_\_

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

### Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

#### A White

British  Albanian/Kosovan  Roma  Irish   
Bosnian

Any other White background please write in below:

#### B Mixed

White and Black - Caribbean   
White and Asian   
White and Black - African   
Asian and Black

Any other Mixed background please write in below:

#### C Asian or Asian British

Indian  Kashmiri  Pakistani  Bangladeshi

Any other Asian background please write in below:

#### D Black or Black British

Caribbean  African

Any other Black background please write in below:

#### E Chinese or other ethnic group

Chinese  Arab  Afghan   
Kurdish  Vietnamese

### Nationality

What is your nationality? Please state below:

\_\_\_\_\_

### Gender

I am: Female  Male

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Are you currently unemployed? Yes  No

### Marital Status

Civil Partnership  Divorced  Married   
Single  Widowed  Other

### Religion

Church of England  Church of Ireland  Hindu   
Islam  Jehovah Witness  Jewish  Methodist   
Mormon  None  Roman Catholic  Sikh

If other please state: \_\_\_\_\_

### Job Advertisement

How did you first find out about this job? Please specify the source or publication.

Forward

Careers Open Day (please specify) \_\_\_\_\_

Other Newspaper (please specify), \_\_\_\_\_

Professional Journal (please specify), \_\_\_\_\_

Radio (please specify), \_\_\_\_\_

Aspects Care Website

Our advertisement banner

Website, other (please specify), \_\_\_\_\_

Word of Mouth

Jobcentre Plus

Search Consultant