**Application for Employment**



**Private and Confidential**

**NOTE:**

**Incomplete or incorrect information could delay or cancel your application**

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| --- | --- |
| **Return Form To:** | recruitment@atcservices.co.uk |
| **Position Applied For:** | Home Support Worker |
| **Where did you hear about this vacancy:** |  |

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| **FAMILY/CLOSE RELATIONSHIPS TO EMPLOYEES OF ALLTOGETHER CARE** | |
| **Name:** |  |
| **Relationship:** |  |

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| **Title:** |  |
| **Name:** |  |
| **Address and Postcode:** |  |
|  |
| **Contact Number(s):** |  |
| **E-Mail Address:** |  |

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| --- | --- | --- | --- | --- |
| **TRANSPORT** | | | | |
| **Current Valid Driving Licence:** | **Yes** |  | **No** |  |
| **Own Transport:** | **Yes** |  | **No** |  |
| **Business Insurance:** | **Yes** |  | **No** |  |
| **Area/Distance Willing to Travel to:** |  | | | |

**EDUCATION:**

|  |  |
| --- | --- |
| **SECONDARY SCHOOL ATTENDED** | |
| **Name:** |  |
| **From:** |  |
| **To:** |  |
| **Qualifications Gained:** |  |

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| **COLLEGE/UNIVERSITY ATTENDED** | |
| **Name:** |  |
| **From:** |  |
| **To:** |  |
| **Qualifications Gained:** |  |

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| --- | --- |
| **OTHER TRAINING PROVIDER ATTENDED** | |
| **Name:** |  |
| **From:** |  |
| **To:** |  |
| **Qualifications Gained:** |  |

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| --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | |
| **Name:** |  |
| **Registration Number/Membership Level:** |  |

**EMPLOYMENT HISTORY:**

|  |  |
| --- | --- |
| **CURRENT OR MOST RECENT EMPLOYER** | |
| **Company:** |  |
| **Address (include postcode):** |  |
|  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Key Duties/Responsibilities:** |  |
|  |
| **Reason for Leaving:** |  |
| **Salary:** |  |
| **Notice Required:** |  |

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| **OTHER EMPLOYMENT - please advise of another job you would continue with if application successful** | |
| **Company:** |  |
| **Job Title:** |  |

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| **EMPLOYMENT HISTORY - (past 10 years required - most recent first and must include any gaps ie. unemployed)** | |
| **1 - Company:** |  |
| **Address:** |  |
|  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |
| **2 - Company:** |  |
| **Address:** |  |
|  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |
| **3 - Company:** |  |
| **Address:** |  |
|  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **EMPLOYMENT HISTORY CONTINUED** | |
| **4 - Company:** |  |
| **Address:** |  |
|  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |
| **5 - Company:** |  |
| **Address:** |  |
|  |  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |
| **6 - Company:** |  |
| **Address:** |  |
|  |  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |
| **7 - Company:** |  |
| **Address:** |  |
|  |  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |
| **8 - Company:** |  |
| **Address:** |  |
|  |  |
| **Job Title:** |  |
| **From:** |  |
| **To:** |  |
| **Reason for Leaving:** |  |

**REFERENCES:**

|  |  |
| --- | --- |
| **EMPLOYMENT REFERENCES**   * Minimum of 3 required - current employer, most recent employer, character, academic (students only) * Must be a Manager/Supervisor (except for Character References) and have a **BUSINESS E-MAIL ADDRESS** | |
| **1 - Current Employer:** |  |
| **Manager/Supervisor:** |  |
| **Address:** |  |
|  |
| **Contact Number:** |  |
| **Business E-Mail Address:** |  |
| **Alternative E-Mail Address:** |  |
| **2 - Previous Employer (1):** |  |
| **Manager/Supervisor:** |  |
| **Address:** |  |
|  |
| **Contact Number:** |  |
| **Business E-Mail Address:** |  |
| **Alternative E-Mail Address:** |  |
| **3 - Additional Employer (if required):** |  |
| **Manager/Supervisor:** |  |
| **Address:** |  |
| **Contact Number:** |  |
|  |
| **Business E-Mail Address:** |  |
| **Alternative E-Mail Address:** |  |
| **3 - Character Reference - Name:** |  |
| **Years Known (must be 10 years+):** |  |
| **Relationship:** |  |
| **Address:** |  |
|  |
| **Contact Number:** |  |
| **Home E-Mail Address:** |  |
| **Alternative E-Mail Address:** |  |
| **4 - Academic Reference - Name:** |  |
| **Position:** |  |
| **Educational Institute:**  **Address:** |  |
|  |
| **Contact Number:** |  |
| **Home E-Mail Address:** |  |
| **Alternative E-Mail Address:** |  |

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| **ADDITIONAL INFORMATION - provide information on why applying for this post, achievements etc.** |
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| **ABSENCES - within last 12 months** |
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| **DISCIPLINARY OFFENCES** |
| **Please provide details below of any disciplinary warnings issued to you regarding the safety and welfare of service users (include any that have expired):** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CAUTIONS, REHABILITATIONS AND CRIMINAL RECORDS** | | | | |
| **This post is exempt from:**   * the provisions of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) * the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (England)   This means that convictions are spent under the terms of the Rehabilitation of Offenders Act 1974 **MUST** be disclosed and will be taken into account when considering this application.  Failure to disclose any convictions could result in your application being withdrawn and/or offer terminated.  You are required to submit to a criminal records check. Any standard or enhanced disclosure made by the CRB/Disclosure Scotland will remain strictly confidential and not prejudice your application. We will take into consideration the nature of the position and the circumstances and background of any offences. | | | | |
| **Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?** | Y |  | N |  |
| **Do you have any pending cautions, convictions or investigations by Police or a professional body?** | Y |  | N |  |
| **If YES, please provide details:** | | | | |
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| **LEISURE - note here your leisure interests, hobbies etc.** |
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| **DECLARATION:** |
| * I confirm that the above information is complete and accurate and that any untrue or misleading information will give Alltogether Care Services the right to terminate any employment contract offered |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

**CONTACT DETAILS:**

|  |  |
| --- | --- |
| **HEAD OFFICE:** | |
| **Address:** | Clydebank Business Park  Spectrum House  1A North Avenue  Clydebank G81 2DR |
| **E-Mail:** | info@atcservices.co.uk |
| **Telephone Number:** | 0141 952 9883 |

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| **BEARSDEN OFFICE:** | |
| **Address:** | 29 Milngavie Road  Bearsden  Glasgow G61 2DW |
| **E-Mail:** | info@atcservices.co.uk |
| **Telephone Number:** | 0141 237 7877 |