**Application for Employment**

**Instructions**

* **Please write clearly in black ink so that the form can be photocopied.**
* **Put your name and the job title at the top of any additional sheets you use.**
* **Please ensure you complete and return the application from as requested.**

|  |
| --- |

**Job Title:**

**Personal Details:**

|  |
| --- |

**Surname:**

|  |
| --- |

**First Names:**

**Have you ever used any other names?**

**If yes please state**

**Current home address:**

|  |
| --- |

**E-mail:**

|  |
| --- |

**N.I Number:**

|  |
| --- |

**Are you currently employed?**

**If so what is your notice period?**

**Are you on the DBS Update services?**

**Do you hold a valid UK driving license?**

**Please state any driving offences:**

**Phone numbers – Please only give phone numbers which you are happy to be contacted on.**

**Home:**

|  |
| --- |

**Mobile:**

|  |
| --- |

**Work:**

|  |
| --- |

**Work History**

**If applicable please list all employment since leaving full time education, starting with the most recent. You should include all periods of work experience, work placements or voluntary work, and any gaps in employment.**

**Most recent/current job or education.**

**From (mth /yr) To (mth/yr)**

|  |
| --- |

**Job Title:**

|  |
| --- |

**Current salary/pay rate:**

|  |
| --- |

**Company Name and address:**

**Brief description of duties:**

|  |
| --- |

**All education or further educations attended Please continue on a separate sheet if necessary:**

|  **From – To****(mth-yr) – (mth-yr)** | **Name and address** | **Qualifications studied**  | **Qualifications received**  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**All employments please continue on a separate sheet if necessary:**

|  **From – To****(mth-yr) – (mth-yr)** | **Name and address****of company** | **Job title and brief description**  | **Reason for leaving** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Have you had any gaps in employment? If yes, please give dates and reason:**

**References: Please give the name, address, Email and phone number of 3 referees.**

**If applicable one reference must be from your current employer. By providing the referee details you are also giving consent for ‘Helpful Investments’ to make contact with them post interview in relation to the prospects of your employment.**

**1st Referee:**

| **Name: Occupation:** **Relationship to you:****Address:****Phone Number:****Email:** |
| --- |

**2nd Referee:**

| **Name:** **Occupation:**  **Relationship to you:** **Address:****Phone number:** **Email:** |
| --- |

**3rd Character Referee**

| **Name:****Address:****Phone Number:****Email:** |
| --- |

**Do you have a disability you would like us to know about at this stage and/or is there any special requirements you may need at interview No/Yes**

| **Please explain why you have applied for this position and why you feel your experience, knowledge and any relevant training will be beneficial to the role you are applying for. Please refer to the Job description and persons spec sent to you with the application form.**  |
| --- |

**Additional Information**

|  |
| --- |
|  |

**All information obtained as part of the recruitment process, whether successful or not, will be kept and stored as per the GDPR guidance.**

**Declaration**

**I declare that all the information provided is true and that I have not canvassed any staff member at Helpful Investments Limited directly or indirectly in connection with this application and will not do so. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.**

**Has someone else completed this form on your behalf?**

**If yes, please explain who has completed this form and why:**

|  |
| --- |

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

**Please return completed applications to .springcareforyou@gmail.com**