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# APPLICATION PACK



## APPLICATION FOR EMPLOYMENT

### PERSONAL DETAILS

POSITION APPLIED FOR		LOCATION	
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Where did you hear of this vacancy?	
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Surname		Title: Mr/Mrs/Miss/Ms/Dr	
Forename(s)		Date and place of birth:	
Address:		Tel. (Home)..... Tel. (Mobile) .....	
E-mail address		Tel. (Work): Will be used with discretion	
Do you hold a current full driving licence?		Do you have any current endorsements?	
<u>YES</u> <u>NO</u>		<u>YES</u> <u>NO</u>	
National Insurance Number:			
Do you require a Work Permit to work in this country?		<u>YES</u> <u>NO</u>	
N.B Work Permits are not transferable between employers and any job offer made will be subject to obtaining a new permit			
<b>If any section does not have enough room for all your details, please submit supplementary sheets</b>			

### EDUCATION AND TRAINING

School/College/University	Examinations Passed/Qualifications gained
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## TRAINING HISTORY/PROFESSIONAL STATUS

Date of Graduation/Qualification	Location/Details/Name of School	Notes
		Please supply copies of certificates/membership details

## EMPLOYMENT HISTORY

This must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

1. Name and address of your most recent/last employer				
Date Employed				
Nature of business				
Position held and reason for leaving				
Salary / Rate				
2. Other Roles (please list & use additional sheet if necessary)	Dates (From and to)	Employer's Name & Address	Job Title	Reason for Leaving

<p><b>Are there any gaps in your work History? If yes please explain the gaps.</b></p> <p><b>Yes</b></p> <input type="checkbox"/> <p><b>No</b></p> <input type="checkbox"/>				

Please give details of relevant experience. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available.

### ADDITIONAL INFORMATION

Do you have any mental or physical disability or illness (currently or recurring) which is relevant to the post for which you are applying?    YES    NO

If yes, please give details:

What adjustments (if any) need to be made to the working environment to accommodate your disability?

Please give details of **all** absences from work in the last 12 months, except holidays

Please give details of any illness/accidents/injuries in the last 2 years

### CAPACITY TO WORK IN THE UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	<u>YES</u> <u>NO</u>  Delete as appropriate
If yes, please provide details	
If you are successful in the application would you require a work permit prior to taking up employment?	<u>YES</u> <u>NO</u>  Delete as appropriate

### REFERENCES

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please inform your interviewer immediately if you do not meet these specifications.

Current or most recent employer

Name:	
Address:	
Tel No:	
Email	
Job Title:	

Previous employer to the one above

Name:	

# **Destiny Hope Care Services Ltd**

## **CONFIDENTIAL DECLARATION FORM**

Before you can be considered for appointment in a position of trust with Destiny Hope Care Services Ltd we need to be satisfied about your character and suitability.

Please read the following notes carefully before completing this declaration Form. If you require further information, please contact

Destiny Hope Care Services LTD  
154  
Longford crescent  
Bulwell  
NG6 8BB  
Tel: 01157834274/ 07459888698  
[info@destinyhopecareservices.co.uk](mailto:info@destinyhopecareservices.co.uk)

All enquires will be treated in confidence.

Destiny Hope Care Services Ltd aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation, age or offending history. We undertake not to discriminate unfairly against anyone on the basis of criminal conviction or other information declared.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe has a bearing on your suitability for the position. If we do not raise information with you, this is because we do not believe that it should be taken into account. In that event, you remain free to discuss any of that information or any other matter that you wish to raise. As part of assessing your application, we will only take into account relevant criminal record and other information declared.

The Data Protection Act 1998 requires us to provide you with certain information and to obtain your consent before processing sensitive data about you. Processing includes: obtaining, recording, holding, disclosing, destruction and retaining information.

Sensitive personal data includes any of the following information: criminal offences, criminal convictions, criminal proceedings, disposal or sentence. The information that you provide in this Declaration Form will be processed in accordance with Data Protection Act 1998, and will only be used for the purpose of determining your application for this position. Once a decision has been made concerning your appointment, we will not retain this Declaration Form longer than is necessary.

This Declaration Form will be kept securely and in confidence, and access to it will be restricted to designated persons within Destiny Hope Care Services Ltd and other persons who need to see it as part of the selection process and who are authorized to do so.

Please ensure that you read the "Guidance Notes for Applicants" that accompanied your application form carefully before completing this Declaration Form. They provide you with further and more detailed information concerning how your application will be processed, and include details for which information about you will be processed, the persons to whom it will be disclosed and the checks that will be undertaken to verify the information provided before you are offered a position if your application is successful.

**Please will you answer all of the following questions?** If you answer 'Yes' to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue on a separate sheet if necessary and you may attach supplementary comments should you wish to do so.

The position for which you have applied is exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered “spent”.

With the exception of question 8 answering ‘Yes’ to any of the questions below will not necessarily bar you from appointment. This will depend on the nature of the position for which you are applying and the particular circumstances.

**1. Are you currently bound over or have you ever been convicted of any offence by a Court or Court Martial in the United Kingdom or in any other country?**

Note: You do not need to tell us about parking offences.

**NO/YES**

If **YES**, please include details of the order bounding you over and/or the nature of the offence, the penalty, sentence or order of the court and the date and place of the Court hearing.

**2. Have you ever received a police caution, reprimand or final warning?**

**NO/YES**

If **YES**, please include details of the caution, reprimand or final warning, including the date and reason administered.

**3. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?**

Please note: you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you. You do not need to tell us if you are charged with parking offences.

**NO/YES**

If **YES**, please include details of the nature of the offence with which you are charged, date on which you were charged and details of any on-going proceedings by a prosecuting body.

**4. Are you aware of any current police investigation in the United Kingdom or in any other country following allegations made against you?**

**NO/YES**

If **YES**, please include details of the nature of the allegations made against you and if known to you, any action to be taken against you by the police.

**5. Have you ever been dismissed by reason of misconduct from any employment office or other position previously held by you?**

**NO/YES**

If **YES** please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

## EQUAL OPPORTUNITIES

The Company Destiny Hope Care Services Ltd is opposed to discrimination on any grounds. In particular, we oppose discrimination on the grounds of race, religion, ethnic origin, sex, sexuality, marital status, disability or age. We are committed to ensuring that ability and potential for the job are criteria used for all staff selection.

### Monitoring

The Company has adopted the provisions contained in the Code of Practice published by the Equal Opportunities Commission for Racial Equality and the Code of Practice published by the Equal Opportunities Commission that employers should regularly monitor the effects of selection decisions to assess whether equal opportunities is being achieved. **For this purpose you are asked to complete and return the form below with your application form.** This information is for statistical reasons only and will be treated as confidential.

Post Applied For: \_\_\_\_\_ Location: \_\_\_\_\_

I would describe my ethnic origin as:

White

- ☐ White British
- ☐ White Irish
- ☐ White Other \_\_\_\_\_

My Marital Status Is:

- ☐ Single
- ☐ Married
- ☐ Separated
- ☐ Divorced
- ☐ Widowed
- ☐ Co-Habiting
- ☐ Other \_\_\_\_\_

My Sex Is:

- ☐ Male
- ☐ Female

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Other \_\_\_\_\_

Do you consider yourself to have a disability?

- ☐ Yes
- ☐ No

“Ethnic Origin” refers to a racial group defined by the Race Relations Act 1976 as a group of persons described by reference to colour, race, nationality or ethnic origin.

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Other \_\_\_\_\_

Chinese or other Ethnic Group

- ☐ Chinese
- ☐ Other \_\_\_\_\_