

# Application Form



Thank you for your interest in job opportunities with Oakdale Care Group. Please complete **all** sections of the application form in **black ink**.

Personal Details:	Mr / Miss / Mrs / Ms	Please complete all sections	
First Name:		Family Name:	
Home phone number:		Mobile phone number:	
Address:		Previous address: (If current address less than 5 years)	
Postcode:		Email:	
Length of time at address:		National Insurance No.	
Drivers Licence:	Yes / No		
Give detail of Work Permits, VISAs, Leave to Remain etc. that allow you to work legally in the UK - include expiry dates.			

\*Please continue on a separate sheet if necessary

The Job you are applying for:		Please complete all sections							
Position/s:		How did you hear about the vacancy? (Please circle)	<table border="0"> <tr> <td>Advert</td> <td>Leaflet</td> </tr> <tr> <td>Job Centre</td> <td>Banner</td> </tr> <tr> <td>Website</td> <td>Friend</td> </tr> </table>	Advert	Leaflet	Job Centre	Banner	Website	Friend
Advert	Leaflet								
Job Centre	Banner								
Website	Friend								

				Please complete all sections		
School	Attended	From	To	Exams passed - Subject	Grades	Year
University/College		From	To	Exams passed - Subject	Grades	Year
Other Relevant Qualifications		From	To	Exams passed - Subject	Grades	Year

Full Employment History			Please complete all sections		
Current or Most Recent	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					

<b>Previous Employer:</b>	<b>From</b>	<b>To</b>	<b>Position</b>	<b>Notice Period</b>	<b>Reason for Leaving</b>
<b>Name:</b> <b>Address:</b>					
<b>Salary:</b>					
<b>Previous Employer:</b>	<b>From</b>	<b>To</b>	<b>Position</b>	<b>Notice Period</b>	<b>Reason for Leaving</b>
<b>Name:</b> <b>Address:</b>					
<b>Salary:</b>					
<b>Previous Employer:</b>	<b>From</b>	<b>To</b>	<b>Position</b>	<b>Notice Period</b>	<b>Reason for Leaving</b>
<b>Name:</b> <b>Address:</b>					
<b>Salary:</b>					
<b>Previous Employer:</b>	<b>From</b>	<b>To</b>	<b>Position</b>	<b>Notice Period</b>	<b>Reason for Leaving</b>
<b>Name:</b> <b>Address:</b>					
<b>Salary:</b>					

(Please attach extra sheets if you require more space or use the Additional Information page at the back)

<b>References *</b>			
	<b>Current/Most Recent Employer</b>	<b>Previous Employer</b>	<b>Personal Reference</b>
<b>Company</b>			
<b>Name</b>			
<b>Position</b>			

Address			
Telephone			
Fax			
Email			
Please do not contact until confirmed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please provide the names and addresses of three referees, one of whom should be your **current or most recent employer** and one other **previous employer**. The other should be a **personal referee**, someone who knows you well.

Please do not give the name of a relative as a referee. If you are known to your referee by a former name, please supply the name by which you were known. We cannot process your application unless you provide this.

Further Information	Please complete all sections	
Are you facing any criminal prosecutions?	Yes - give details	No
Do you have any spent/unspent convictions or cautions under The Rehabilitation of Offenders Act 1974?	Yes - give details	No
Have you been dismissed from any employment?	Yes - give details	No
Have you ever been or are you currently going through any investigation or disciplinary action?	Yes - give details	No
Are you currently able to conduct the job you are applying for?	No - please give details	Yes
Can we make any reasonable adjustments to avoid you being at a disadvantage in the work place?	Yes - give details	No

Additional	Information

## Declaration

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that any offer of employment is subject to satisfactory references and an enhanced DBS checks (if applicable) and I authorise Oakdale Care Group to obtain references to support this application once an offer has been made and accepted

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the Data Protection Act 1998. I also give my consent for my personal information being retained and used to process my application for employment.

<b>Signed</b>		<b>Date</b>
<b>Print name</b>		

Please return to **Recruitment Team, Helios 47, Leeds. LS25 2DY**