

Sequence Care Group Application Form

CONFIDENTIAL

POSITION APPLIED FOR:

UNIT/LOCATION APPLIED FOR:

.....

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- 1) It is important that you read the **enclosed information** before completing this form as it provides advice and guidance on how to answer the required sections.
- 2) Curriculum Vitae are **not** acceptable unless otherwise stated.

PART 1

PERSONAL DETAILS: please complete in BLOCK CAPITALS

Surname (current family name):

Title (Mr/Mrs/Miss/Ms/Other):

.....

.....

Forename(s):

Forename known as (if different):

.....

.....

Previous Surname (if applicable):

.....

National Insurance Number:

.....

Are you aged 18 or over (required for regulatory purposes):

Yes

No

Current Address:

.....

.....

.....

.....

Postcode:

.....

Home Telephone No:

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Work Telephone No:

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Mobile Telephone No:

.....

E-mail Address:

.....

How did you hear about this position? (If a member of the current Sequence Care Group staff team told you about us, please provide their name as we'd like to thank them for recommending us!):

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ELIGIBILITY TO WORK IN THE UK

Are you free to remain and take up employment in the UK?

Yes

No

Are you subject to immigration control?

Yes

No

NB: If you are successful at interview, you will be required to present evidence of this prior to your appointment and may be subject to an Immigration Check.

ABOUT YOU

Please enter details of any professional membership (if applicable):

Professional Body Name:

Pin Number (if applicable): Expiry Date:

Do you hold a current driving licence? Yes No

Are you a friend or relative of (or have other links with) a current/former employee or service user of Sequence Care Group? Yes No

If yes, please provide their name and your relationship to them:

Have you ever worked for Sequence Care Group? Yes No

If **yes**, please complete the following.

Your job title on leaving:

Name of unit:

Dates employed:

CURRENT OR MOST RECENT EMPLOYER: please complete in BLOCK CAPITALS

Company Name:

Contact Name: Working Relationship:

Company Address:

.....

..... Postcode:

Tel. No: Email:

Job Title: Date Appointed:

Salary/Rate of Pay: Notice Required:

Reason for Leaving:

Main Duties:

.....
.....
.....
.....

Available to take up employment with effect from: / /

PREVIOUS EMPLOYMENT RECORD AND REFERENCES

If you are successfully short-listed after interview, references will be taken from your current and most recent employer/s (covering at least 5 years of previous employment). If you have never been in paid employment, an academic reference will be acceptable.

Company Name 1:

Contact Name:

Working Relationship:

Company Address:
.....
.....

Postcode:

Tel. No:

Email:

Date Appointed:

Date of Leaving:

Job Title on Leaving:

Reason for Leaving:

Company Name 2:

Contact Name:

Working Relationship:

Company Address:
.....
.....

Postcode:

Tel. No:

Email:

Date Appointed:

Date of Leaving:

Job Title on Leaving:

Reason for Leaving:

Company Name 3:

Contact Name:

Working Relationship:

Company Address:
.....
.....

Postcode:

Tel. No:

Email:

Date Appointed:

Date of Leaving:

Job Title on Leaving:

Reason for Leaving:

Company Name 4:

Contact Name:

Working Relationship:

Company Address:
.....
.....

Postcode:

Tel. No:

Email:

Date Appointed:

Date of Leaving:

Job Title on Leaving:

Reason for Leaving:

SUPPORTING STATEMENT

Please use this section to support your application, providing evidence of your suitability for the post and how you meet the requirements of the job description.

A large rectangular box with a solid black border, containing 30 horizontal dashed lines for writing.

PART 3

SEQUENCE CARE GROUP CRIMINAL CONVICTIONS DECLARATION FORM CONFIDENTIAL

Full Name:		Post Applied For:	
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Rehabilitation of Offenders Act 1974

The position for which you have applied is defined as eligible for a DBS check, taken from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

All candidates **must** complete the appropriate sections of this form. This section will be treated as confidential. It is emphasised that ex-offenders will only be assessed on their ability to do the job applied for, and any spent convictions and cautions will only be taken into account if relevant to the job.

Are you a member of the disclosure and barring update service (DBS)?

Yes No

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes No

(a) If yes, please supply details below.

(b) If no, please go straight to Part 4.

Date	Details of Offence	Court	Sentence

PART 4

SEQUENCE CARE GROUP - EQUAL OPPORTUNITIES

This section is used for equality and diversity monitoring purposes only and will be detached from your application form. It will be treated as confidential by our Human Resources department and will **not** influence or determine whether you are short listed.

Sequence Care Group is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The Company will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, religious belief, sex, sexual orientation, marital status, disability, age or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe and effective performance of the job.

Sex: Male Female

Date of Birth: / /

What is your ethnic group? (Please tick)

White	Mixed / Multiple ethnic groups	Asian / Asian British	Black / African / Caribbean / Black British
English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	African <input type="checkbox"/>
Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Gypsy or Irish Traveller <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other Black / African / Caribbean background, please describe <input type="checkbox"/>
Any other White background, please describe <input type="checkbox"/>	Any other Mixed / Multiple ethnic background, please describe <input type="checkbox"/>	Chinese <input type="checkbox"/> Any other Asian background, please describe <input type="checkbox"/> Other ethnic group
			Arab <input type="checkbox"/>
			Any other ethnic group, please describe <input type="checkbox"/>

Do you consider yourself to have a disability?

Yes No

We guarantee disabled applicants an interview, should they meet the minimum requirements of the job. The company will make any reasonable adjustments to enable attendance at an interview. Please indicate whether you are likely to require any of the following at any stage of your application:

- No support required**
 Information in large print
 Wheelchair access
 Sign language interpreting
 Other (please specify):

DECLARATION

I hereby declare that the information provided on this form is correct to the best of my knowledge. I also give my consent to have this information held and processed by Sequence Care Group in accordance with the Data Protection Act 1998.

Signature: **Date:** / /

Print Name: