



Application form

Please ensure that you complete this in full. Please use **black** ink.

If you have any special requirements to support you to complete this form please contact New Wings Ltd on 07551 440489.

Position		
Position applied for	Community Care & Support Worker	
Preferred employment type (part time)		
Location		
Personal details		
Surname	First name	
Current address	Postcode	
Home number	Mobile number:	
Email address		
Own transport Yes / No	Length of Licence held:	
Are you a UK national? Yes / No <i>If No please detail current immigration status and the relevant visa currently held and visa number</i>	National Insurance number:	Are you related to a member of staff or Service User at New Wings Ltd? Yes / No
Equality Act 2010		
Under the Equality Act 2010 the definition of disability is if you have a Physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. According to the definition do you consider yourself to have a disability? Yes / No / Prefer not to answer		





Education	
School/College/University	Examinations Passed, qualifications gained, and year obtained



Training courses attended or completing		
Subject (evidence of attending)	Location/details	Date



Employment History

Please record details of **ALL** employment history starting with the recent first. Use extra sheets if needed and sign each extra sheet.

Name/address of employer	
Start date and end date	
Nature of business	
Position held/reason for leaving	
Salary/rate of pay	

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Please give details of any gaps in employment and state why



Supporting Statement

Please state your reasons for applying. Refer to the job description to guide you. Describe your strengths and talents that will set you apart from others and include skills gained from work, home and other activities.



Referees

Please provide references from your two most recent employers. If you are unable to provide two then the most recent one and a character reference. They will be contacted; therefore please inform the referees of the fact you have used their names.

Current or most recent employer	
Name	
Address	
Postcode	
Contact Number	
Email Address	
Job title	

Previous Employer	
Name	
Address	
Postcode	
Contact Number	
Email Address	
Job title	

Character reference	
Name	
Address	
Postcode	
Contact Number	
Email Address	



Relationship to you	
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Safeguarding

Ex-offenders Declaration

Please note this section will only be seen by those involved in recruitment and will be confidential.

Are you currently bound over or do you have any current unspent/spent convictions that have been issued by a court or court martial in the United Kingdom or any other country?	Yes / No
Do you have any current unspent police cautions reprimands or final warnings in the United Kingdom or any other country?	Yes / No
Has an employer had reason to report you to the barring service?	Yes / No
If you have answered YES to any of the above question's, please given an explanation and the outcome.	

Eligibility to work in the United Kingdom.

In accordance with the Asylum and Immigration Act 2006 you will need to demonstrate your eligibility for employment in the United Kingdom. If your application is successful, you will be required to provide evidence, in its original format for verification.

A satisfactory Criminal Record Check

Do you consent to New Wings checking your DBS on the update service or applying for a DBS?

Yes /No

Signature:

Privacy

New Wings Ltd only collect data for specified explicit and legitimate use in relation to recruitment. By signing this application form, you consent to New Wings Ltd holding the information contained within this application form. If successful shortlisted data will also include short listing score and interview records. We would like to keep this date until the vacancy is filled. When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles. We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the registered manager and only used for the purpose of recruiting for this vacant post. You a right for your details to be forgotten, rectified or accessed. If you would like to discuss this further or withdraw your consent at any time please contact the registered manager at New Wings Ltd.



Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by New Wings Ltd.

Name

Signature

Date

Office use only

Outcome:

Position:

DBS:

Reference received:

Referee telephoned to confirm reference:

Name:

Position:

Date: