



**JUBILEE HOUSE CARE TRUST LIMITED**  
**APPLICATION FOR EMPLOYMENT**

Position applied for:.....

(Adults or Children's Service)\*

Full Time\*    Part Time    Bank\*

**PERSONAL DETAILS**

Title:.....First Name/s.....

Preferred used Name .....

Surname.....

Address: .....

.....Postcode.....

Contact Numbers: Home.....

Mobile .....

Work .....May we use this to contact you: **Y/N\***

Email Address.....

National Insurance Number.....

Full Driving Licence: **Y/N\***

Do you have your own transport? **Y/N**

\* please circle as applicable

**Equal Opportunities Monitoring Form**

This section of the application form will be detached from your application form and used for monitoring purposes only.

Jubilee House Care Trust recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. Please circle or tick as applicable.

**Race Relations (Amendment) Act 2000 - I wish to describe my ethnic origin as:**

White British	Mixed – White & Black Caribbean	Asian/Asian British – Indian
White Irish	Mixed – White & Black African	Asian/Asian Black – Pakistani
White Other	Mixed – White & Asian	Asian/Asian British - Bangladeshi
	Mixed – Other	Other Asian background
Black/Black British – Caribbean		Chinese
Black/Black British – African		Other
Black/Black British – Other		Male                      Female

**Employment Equality Regulations 2003 – please select the option which best describes your sexuality:**

Lesbian	Heterosexual
Gay	I do not wish to disclose this
Bisexual	

**Please indicate your religion or belief:**

Atheism	Jainism	Hinduism	Buddhism
Sikhism	Christianity	Islam	Judaism
Other	I do not wish to disclose this		

**WARNING:** As this post is classed as having substantial access to children and vulnerable adults, appointment will be subject to the receipt of a satisfactory enhanced disclosure by the Criminal Records Bureau.

Please give details of any criminal conviction, cautions, or bind over orders. The post applied for is exempt from the provisions of Rehabilitation of Offenders Act 1974 (Exemptions Amendment) order 1986 and therefore you are required to disclose any criminal background.

Have you ever been placed on 'The protection of vulnerable Adults/Children Register?  
**Y/N\* If yes, please continue on a separate sheet.**

**Permission to work in the UK:** Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? **Y/N**  
If yes, please give details;

If you are successful in your application would you require permission to work in the UK? **Y/N**

Please supply details of any visa currently held, including number and start/expiry dates;

**Visa No;**  
**Start Date;**  
**Expiry Date;**

Does your visa have a condition restricting employment or occupation in the UK?

**Yes**            **No**            Details of restriction;

**Working Time Directive:** If you are offered this position do you intend to work in any other capacity?  
**Y/N\***

If yes please give details;

**Disability Discrimination Act 1995 & 2005**

The Disability Discrimination Act protects disabled people. The Disability Discrimination Act defines disability as a physical or mental impairment with long-term, substantial effects on the ability to carry out normal day to day activities. This includes people with long-term health conditions. If you tell us that you have a disability we can make reasonable adjustments for your interview and your workplace.

Do you consider yourself to have a disability?

- Yes;**
- No;**
- I do not wish to discuss;**

Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply please mark other.

**Physical impairment**  
**Sensory impairment**  
**Mental health problems**

**Learning disability/difficulty**  
**Long standing illness**  
**Other**

If yes, describe your impairment/disabilities and;

- a) Any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out this job.

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## REFERENCES

Please supply the names and addresses of two referees. One must be from your last/current employer or from your school or college. References from relatives and friends will not be accepted. Please include at least one work related referee whom we may contact prior to selection for interview.

If you do not wish 2<sup>nd</sup> reference to be taken up prior to the interview please indicate (x)  
Present/Last Employer.

**Organisation**.....

**Position** .....

**Address** .....

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**Telephone Number** .....

**Email Address**.....

### Other Referee

**Organisation**.....

**Position** .....

**Address** .....

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**Telephone Number** .....

**Email Address**.....

I authorise the organisation to obtain reference before an interview is offered to support my application and accept and release the organisation and referees from any liability caused by giving and receiving information.

**PREVIOUS EMPLOYMENT**

Please give details of employment with most recent first, ensuring any gaps are explained (continue on separate sheet if necessary)

**Present/Previous Employer** .....

Type of Business .....

Address .....

..... Postcode .....

Job Title ..... Salary .....

Duties and Responsibilities.....

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Start Date ..... Leave Date ..... Reason for Leaving .....

**Previous Employer** .....

Type of Business .....

Address .....

..... Postcode .....

Job Title ..... Salary .....

Duties and Responsibilities.....

.....

Start Date ..... Leave Date ..... Reason for Leaving .....

**Previous Employer** .....

Type of Business .....

Address .....

Postcode .....

Job Title ..... Salary .....

Duties and Responsibilities.....

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Start Date ..... Leave Date ..... Reason for Leaving .....

**If you have had any gaps within your employment history, please state below;**

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**Education**

List most recent first please and add the dates attended.

<b>School/College/University</b>	<b>Subject</b>	<b>Qualification Gained</b>
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<b>Training Courses</b>	<b>College/Provider</b>	<b>Qualification Gained</b>
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**Professional Qualifications and Registration Details**

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**I declare that the information in my application is true and I acknowledge that, if appointed, any false information or deliberate omissions later discovered may lead to the termination of the appointment.**

**Signed: ..... Date: .....**

**Please return to: Human Resource Department, Jubilee House Care Trust Ltd, 1st Floor, St David's House, 11 Blenheim Court, Brownfields, Welwyn Garden City, Herts AL7 1AD**

**Please state if you have a partner, blood relative or close friend working in Jubilee House Care Trust (failure to do so may invalidate your application).**

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**Please be aware that incomplete applications may not be considered.**

**Please use this sheet for any further information that you think may be relevant to your application;**