

APPLICATION NO.



Part 1 of 2 (Part 2 not included)

# Application for Employment

## Care and Support Positions

If you would like this application form in large print or in another format, please contact the OD Department on 0300 111 7000

Please save this form on your computer when completed and attach it to your online application or email it to [accord@myfuturecareer.co.uk](mailto:accord@myfuturecareer.co.uk)

The information you provide on this form will be used for employment purposes.

Job applying for	Closing Date
Job Reference Number	

### 1. Personal details

Mr/Mrs/Miss/Ms/Other	First Name(s)
Last Name	Previous Last Name(s)
Address	
Postcode	
Home Telephone No.	Work Telephone No.
Mobile Telephone No.	Email

### 2. Present or most recent employment

Employer's Name	Your occupation
Address	
Date Appointed	Salary
Benefits	Period of Notice
Why do you wish to leave?	
Please provide a brief description of your duties	

**Please give details of previous work experience. Include voluntary work or study. Give the most recent first and explain any gaps in employment. Please continue on a separate sheet if necessary.**

<b>3. Previous employment</b>					
From	To	Name of employer	Post held	Salary	Reason for leaving

<b>4. Education and qualifications</b>					
Qualification gained (or being sought)	Dates From - To	Full or part time	Names of schools/colleges training providers	Date awarded	Grades obtained

**5. Membership of professional bodies or other organisations relevant to post**  
 (State level and date of membership and whether gained by examination)

## 6. Training - please list any other training courses you have attended

Dates	Details	Qualification

## 7. Driving

Do you hold a current full licence?                      No                       Yes

If yes, for which groups of vehicles?

Do you own a car?    No     Yes

What year did you pass your test?

## 8. Your application

This section shows us how your experience, skills and abilities relate to the job. Examples from work experience, voluntary, community, school or college work can be used - even hobbies and interests.

To give yourself the best chance, read the information provided with this form and relate your experience to it. Please do not repeat the wording from the information provided. Use a continuation sheet if needed.

**Please tell us how your experience will help you to meet the needs of the role you are applying for. This may be paid or unpaid (for example in a care scheme or looking after a relative or a friend).**

**Please tell us why you want to work in the role you are applying for.**

**What personal skills or qualities do you think are important for the role you are applying for? In your answer, please tell us how you have used these skills in your life experiences.**

**If the information provided says this scheme is open 24 hours a day, 7 days a week, then tell us if you are able to work shifts, evenings, weekends and bank holidays and what sort of hours you are interested in.**

**The Accord Group has a bank of people who we can call on for occasional shifts when we are short staffed. If you are not selected for a permanent post, would you be interested in working on our bank?**

**Use this space to continue one of the questions above or to add anything else about your skills, abilities or if applying for a supervisory job, please provide examples of your experience of managing people, processes and schemes.**

## 9. Ethnic origin

Accord's aim is to treat all applicants fairly. To help us implement our equal opportunities policy, please complete the following section. The information will be treated as confidential.

Male

Female

Date of birth

White: British	<input type="checkbox"/>	Asian/Asian British	<input type="checkbox"/>	Black/Black British	<input type="checkbox"/>
White: Irish	<input type="checkbox"/>	Pakistani		Caribbean	
White: Other	<input type="checkbox"/>	Asian/Asian British	<input type="checkbox"/>	Black/Black British	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Bangladeshi		African	
Mixed: White and Asian	<input type="checkbox"/>	Asian/Asian British	<input type="checkbox"/>	Black/Black British	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	Indian		Other	
		Asian/Asian British	<input type="checkbox"/>	Black/Black Other	<input type="checkbox"/>
		Other		Mixed: White and Black	<input type="checkbox"/>
		Mixed: White and	<input type="checkbox"/>	African	
		Black Caribbean			

**Where did you see the post advertised?**

## 10. Declaration

I declare that the information provided in this form is complete and accurate and I understand that any false statement on this form will disqualify my application and may lead to dismissal if employed by The Accord Group.

**Signed**

**Date**

**Thank you for completing this form.**

To enter additional information, please scroll down.

Please click the button below to email your application or alternatively, you can save this file to your computer and go back to the web page to submit your application.

You will only be contacted if you have been selected for interview.

If you have any reason to believe that your application has not been fairly considered, please write promptly to the Chief Executive. The matter will be fully investigated and a report sent to you.

**For HR use only**  **D**



**Additional information if required**