



# Tranquil Home Care Ltd

## Application for Employment

### PERSONAL DETAILS

Post applied for: \_\_\_\_\_

|                 |           |               |  |
|-----------------|-----------|---------------|--|
| Title:          | Forename: | Surname:      |  |
| Preferred Name: |           | Date of Birth |  |

|            |  |
|------------|--|
| Address:   |  |
|            |  |
| Post Code: |  |
| Telephone  |  |
| Email      |  |

### EMPLOYMENT STATUS

Are you - Entitled or Licensed to Work or Registered

### EDUCATION QUALIFICATIONS

| GCSE/GCE/ or equivalent | Grade | Year Taken | A' level, GNVQ, NVQ or equivalent | Grade | Year Taken |
|-------------------------|-------|------------|-----------------------------------|-------|------------|
|                         |       |            |                                   |       |            |
|                         |       |            |                                   |       |            |
|                         |       |            |                                   |       |            |
|                         |       |            |                                   |       |            |



**EMPLOYMENT HISTORY** (please begin with most recent, and include all employment since leaving school)

|         |     |                        |
|---------|-----|------------------------|
| From    | To: | Job Title"             |
| Salary: |     | Hours worked per week: |

Description of your duties and responsibilities:

Number of employees supervised by you:

Precise reason for leaving or wishing to leave:

|                     |  |
|---------------------|--|
| Name of Employer    |  |
| Address of Employer |  |
|                     |  |
| Telephone Number    |  |

|         |     |                        |
|---------|-----|------------------------|
| From    | To: | Job Title"             |
| Salary: |     | Hours worked per week: |

Description of your duties and responsibilities:

Number of employees supervised by you:

Precise reason for leaving or wishing to leave:

|                     |  |
|---------------------|--|
| Name of Employer    |  |
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|                     |  |
| Telephone Number    |  |

|         |     |                        |
|---------|-----|------------------------|
| From    | To: | Job Title"             |
| Salary: |     | Hours worked per week: |

|                                                  |
|--------------------------------------------------|
| Description of your duties and responsibilities: |
|                                                  |
| Number of employees supervised by you:           |
|                                                  |
| Precise reason for leaving or wishing to leave:  |
|                                                  |

|                     |  |
|---------------------|--|
| Name of Employer    |  |
| Address of Employer |  |
|                     |  |
|                     |  |
| Telephone Number    |  |

|         |     |                        |
|---------|-----|------------------------|
| From    | To: | Job Title"             |
| Salary: |     | Hours worked per week: |

|                                                  |
|--------------------------------------------------|
| Description of your duties and responsibilities: |
|                                                  |
| Number of employees supervised by you:           |
|                                                  |
| Precise reason for leaving or wishing to leave:  |
|                                                  |

|                     |  |
|---------------------|--|
| Name of Employer    |  |
| Address of Employer |  |
|                     |  |
| Telephone Number    |  |

Previous employment MUST include the month and year. Please include all employment since leaving school. All gaps in employment must be filled. Please continue on a separate sheet:

**WORK REFERENCES – MUST BE COMPLETED & must include email addresses:**

|                                 |
|---------------------------------|
| Work Reference 1: Company Name: |
|---------------------------------|

|              |  |
|--------------|--|
| Contact Name |  |
|--------------|--|

|          |  |
|----------|--|
| Address: |  |
|----------|--|

|            |  |       |  |
|------------|--|-------|--|
| Telephone: |  | Email |  |
|------------|--|-------|--|

|                                 |
|---------------------------------|
| Work Reference 1: Company Name: |
|---------------------------------|

|              |  |
|--------------|--|
| Contact Name |  |
|--------------|--|

|          |  |
|----------|--|
| Address: |  |
|----------|--|

|            |  |       |  |
|------------|--|-------|--|
| Telephone: |  | Email |  |
|------------|--|-------|--|

Can we contact your current employer now?    **Yes**    **No**                      (circle your answer)

**AVAILABILITY**

Dates you are not available for an interview:

Special requirements at interview:

**DRIVING LICENCE**

Do you hold a current driving license?   YES        NO

**CRIMINAL CONVICTIONS**

Do you have any criminal convictions (including driving offences).        YES        NO

DBS (The Disclosure and Barring Service)

If registered with the DBS Update Service please state number: \_\_\_\_\_

Any offer of employment is subject to a satisfactory DBS result. DBS must be paid for by you 'the applicant; the cost of DBS will be refunded post three-month employment. Late disclosure of any criminal record may result in the summary withdrawal of any offer/employment.

#### **DECLARATION**

I hereby declare that the details shown are correct and complete to the best of my knowledge. I understand that enquiries may be made to verify these details. I also understand that any false statements or the withholding of any relevant information may provide grounds for rejection of my application or termination of any offer of employment or my employment contract.

Completed by (applicant name):

Signature

Date completed:

Please forward Application Form to: [elaine@tranquilhomecare.co.uk](mailto:elaine@tranquilhomecare.co.uk)

Further information:

[illegible]

[illegible]