

Application Form

(Please complete in **block capitals**)

PERSONAL DETAILS												
Title:		First Name:							Surname:			
Gender:												
House number & street name												
Town/City												
County												
Postal Code												
Home telephone:							Mobile:					
Email:							Date of Birth: (day/month/year)					
National Insurance Number:									Current UK Driving License? (Circle one)	Yes	No	

Position Applied For:							Pin (if applicable):							
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ELIGIBILITY TO WORK IN THE UK	
In line with Home Office guidance on the prevention of illegal working we are required to verify that all employees are eligible to work within the UK before placement.	
Please state your nationality:	
Do you have permission to work in the UK?	

EDUCATION & TRAINING			
From	To	School/College/University	Qualifications obtained

This area is limited to just main qualifications. Please attach your CV to this pack to provide further supporting information.

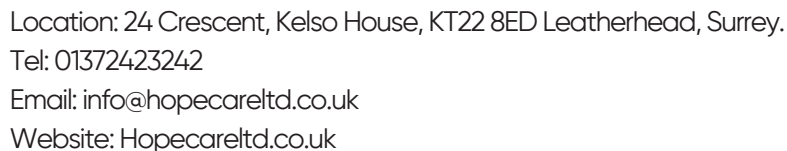
ADDITIONAL TRAINING COURSES		
Course	Instructing Body	Qualifications obtained

Please provide proof of training courses and certification by photocopying relevant certificates/cards and attaching them to this pack.

EMPLOYMENT HISTORY						
<i>Please continue on a separate sheet of paper if necessary</i>						
We need your history for the past 10 years, starting with the most recent first. Please include months as well as years and you must not leave any gaps. Even if you have been unemployed or in education during this time, you must state it						
Name and address of previous employer	From	To	Job Title	Hourly Rate/Salary	Reference Name	Reference Telephone No.
EXAMPLE ASDA 20 Green Road, Wolverhampton WV3 9PH	12/10/2015	08/07/2019	SHOP FLOOR ASSISTANT	£8.20	JOHN SMITH	01902 871039

SKILLS AND EXPERIENCE

Please detail any skills and experience you may have which could be relevant to the job.



DBS DISCLOSURE

Are you willing to pay the required fee for a full enhanced DBS Disclosure?	YES/NO
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Are you registered on the DBS Update Service?	YES/NO
Do you consent Hone Care Recruitment limited, consent carrying out an online status check on the DBS Update Service?	

Do you consent Hope Care Recruitment limited consent carrying out an online status check on the DBS Update Service?
YES/NO

Next of kin:	Relationship:
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Contact Address:	Tel no:
	Mobile:

PROFESSIONAL REFERNECES	
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YOU MUST FILL OUT THIS SECTION IN ORDER FOR US TO PROCESS YOUR APPLICATION

Please give the details of your most recent employers who we can contact for an employment reference

Please give the details of your most recent employers who we can contact for an employment reference

[illegible][illegible][illegible]

Address:	
Post Code:	

Name of Company:

Contact Name: _____ Contact Number: _____

[illegible][illegible]

Address: _____
Post Code: _____

CHARACTER REFERENCES	
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99	100

YOU MUST FILL OUT THIS SECTION IN ORDER FOR US TO PROCESS YOUR APPLICATION														
Name:	Contact Number:													

[illegible][illegible]

How do you know this person?

[illegible][illegible]

How do you know this person?

CRIMINAL CONVICTION DECLARATION

Do you have any Criminal Convictions? YES NO

If yes please detail below:

Date	Court	Details of Offence	Sentence

Rehabilitation of Offenders Act 1974

The provisions of the Rehabilitation of Offenders Act 1974 make it unlawful for employers, or prospective employers, to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

DISABILITY

Do you consider yourself disabled? YES NO

If 'yes' please provide details of the nature of the disability.

OPT-OUT OF 48 HOUR WORKING WEEK AGREEMENT

In accordance with the Working Time Regulations 1998, All workers of this organisation are not required to work more than 48 hours per week. Because you are no obligation on accept work offered, you will not be compelled to work more than 48 per week, however you may choose to do so.

I DO NOT wish to work more than 48hrs per week....

I DO wish to work more than 48 hours per week.

Please delete as appropriate

PAYROLL CONFIRMATION

Please complete the relevant section relative to the method through which you would like to be paid . Please tick one of the options below:

PAYE

SELF EMPLOYED (Please provide UTR number);

LIMITED COMPANY;

You must also provide us with a copy of your:

Certificate of Incorporation
Proof of Public Liability Insurance
VAT Certificate (if applicable)

Please complete where applicable to you;

Please complete in the column below

Company Name								
Registered Address								
Companies House Registration Number								
VAT Registration Number (if applicable)								
Bank Name (Preferable payment account)								
Account Name								
Account Holding Branch Address								
Sort Code								
Account Number								

If you do not have a preferred payment method Hope Care Recruitment limited can recommend one of our approved providers

DECLARATION

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to client s. I consent to references being passed on to potential employer

I confirm I have read and understood the proceeding Terms of Application.

I confirm that all information that I have supplied is accurate, correct and up-to-date.

Signed by Candidate: _____

Print Name: _____ Date: _____

TERMS OF APPLICATION

1. **Equal Opportunities;** Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.
Hope Care Recruitment limited Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Hope Care Recruitment limited Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.
2. **Personal payment details;** it is essential that any information you have provided us with on this form are accurate and up-to-date. Upon being offered employment with us, we will rely on this information being correct. Failure to provide us with legitimate payment information will inhibit our ability to process payroll for you. At all times it is your responsibility to ensure this information is correct and any changes to the method or account to which we pay you must be made by written request. A change of banking details for any worker being paid through PAYE systems may be requested from any given Dutton International Branch. Payment information must be provided to us 7 days ahead of your given pay-date.
3. **Quality Health Safety and Environmental:** Please note that you will be working under the direction, supervision, control and Health and Safety Policy of the Client and that you are primarily responsible for your own Health and Safety. Under these terms you must only undertake the tasks associated with your job title and you must not undertake any tasks for which you have not been trained or is beyond your capabilities. If you are asked to undertake any task for which you are not trained, is beyond your capabilities or if you consider that there are any uncontrolled risks that will affect your Health and Safety, you must immediately report these to the client's representative on site (Supervisor / Line Manager) and communicate to Dutton International office at the earliest opportunity. By signing this document, you acknowledge receipt of and agree to the safe working practices as outlined in the client's Health & Safety Policy and Arrangements together with the Quality and Environmental Management System requirements, documentation supplied separately (CD etc.).
4. **Data Protection;** The information that you provide on this form and on any CV given will be used by Hope Care Recruitment limited Ltd to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us

We may also use or pass to certain third parties' information to prevent or detect crime, to protect public funds, or in any other way permitted or required by law.