

APPLICATION for EMPLOYMENT

Your personal details

Full name: (Mrs / Mr / Ms / Miss)

Position you are applying for:

Contact numbers: [Mobile]

Email address:

Date of birth:

National insurance number:

Home address:

Postcode:

How long have you lived at this address?:

Do you hold a full UK driving licence?: YES / NO

Do you have the use of a vehicle?: YES / NO

Please provide an emergency contact

Name:

Relationship to you:

Phone number:

Work availability and travel

How often are you available for work?:

What type of work do you prefer?:

Application assessment

Each application is assessed to ensure that the applicant has the required experience to work in the setting they are placed in. The more detail you can provide here the better.

Please tell us about your most recent job. What type of work was it and what were your normal daily duties?

Please explain why you left that position. If you are still employed simply state "still employed".

Please explain what it is that you enjoy most about your work?

Please list any training that you have received that is applicable to your work and the dates attended. Use another sheet of paper if necessary.

Employment history

Covering the last 5 years of employment - Please list from current to last in chronological order.

Date From / To	Company	Job Title	Duties

Please list any gaps in your employment, giving reasons.

Recruitment references

It is part of our recruitment process to request references from your last two employers. Please provide the contact details below:

Reference 1

Name:

Position:

Address:

Postcode:

Phone number:

Email:

Reference 2

Name:

Position:

Address:

Postcode:

Phone number:

Email:

Have you ever been convicted of a criminal offence?

YES / NO (If yes, please provide details and dates below.)

How have you obtained your right to work in the United Kingdom?

Applicants are required to prove that they have a right to work in the UK. Can you please explain why you have such a right? This may be through birth, marriage or a work visa.

Applicants will be required to prove this at the time of an interview. A passport, and Visa or Home Office documents are accepted as proof of your right to work in the UK.

Employment cannot be offered unless such proof is provided.

NOTE TO ALL APPLICANTS

Please complete the application in full, then send it via email or post to:

Nexus Care Services
1C Mitre Court
38 Lichfield Road
Sutton Coldfield
B74 2LZ

Telephone: 0121 308 2906

Email: info@nexuscareservices.co.uk

Web: www.nexuscareservices.co.uk

Data Protection Act

Nexus Care Service Limited ('the Company') is a Data Handler and will process your Personal Data and/or Sensitive Personal Data in accordance with the Data Protection Act 2018. As Full details of the basis for the processing of such data, any third parties to whom it may be disclosed, and or details about your data protection rights, please see the Company's Data Protection Policy. In the meantime by signing below you give your consent for and your references to be requested and the Company to Process your Personal Data.

Your name:

Your signature:

Date:

Please confirm that you have completed this application form in your own handwriting: YES / NO