APPLICATION FOR EMPLOYMENT



**Encompass Care, Grove House, Millers Close,**

**Dorchester, Dorset, DT1 1SS**

Tel/Fax: 01305 267483 Email: [Recruitment@encompasscare.org.uk](mailto:Recruitment@encompasscare.org.uk) www.encompasscare.org.uk

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| Position: |  | Job Ref No: |  |
| Location: |  | Return Form by: | ASAP |

PERSONAL DETAILS

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| Surname: ………………………………………………  First Name(s): …………………………………………  Former Surname (if any): ………………………  Preferred Title: ………………………………………  Address: …………………………………………………  …………………………………………………………………  Post Code: …………………………………………… | Tick box if under 18 years at time of applying: ❑  SSW posts only: tick to confirm over  21 years of age at time of applying\*: ❑  Home Tel No: ……………………………………  Daytime Tel No: ……………………………………  Mobile Tel No: ……………………………………  E-mail Address: …………………………………… |
| **Are you related to an existing Encompass Employee or Board member?**  Yes ❑ No ❑  If Yes, who? ………………………………………… | What is your relationship?  ……………………………………………………………………  ……………………………………………………………… |
| *\* please see Application Form Guidance Notes Section 3* | |

GENERAL

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| Do you have a current full UK/European driving licence Yes ❑ No ❑  How long have you held your licence? ………………………………………………………………………  Please give details of any current endorsements: ……………………………………………………………  Do you require a work permit to work in the UK? Yes ❑ No ❑ |

EDUCATION & QUALIFICATIONS

**Using a separate sheet if necessary, please give details of:**

* **Level of education achieved and any qualifications relevant to this post, together with dates gained**
* **Professional qualifications**
* **Qualifications you are currently studying for**

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| Date | Examinations/Qualifications/Training Courses, with results |
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**This post is exempt under the Rehabilitation of Offenders Act - ALL applicants must complete the following section:**

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| Have you had any cautions, reprimands, convictions or bind-overs for a criminal offence in the UK or any other country?  Yes ❑ No ❑  If the answer is YES, please give date(s) and details of ALL convictions, bind-overs, reprimands and cautions, regardless of how long ago this was, and any judgements or investigations pending:  ……………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………… |

**Please note that employment is subject to satisfactory Enhanced Disclosure. This procedure is undertaken by the Disclosure and Barring Service.**

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| Have you ever been dismissed from your employ Yes ❑ No ❑ |
| Have you ever been subject to disciplinary action in the course of your employment?  Yes ❑ No ❑ |
| Have you ever resigned from your post to avoid disciplinary action? Yes ❑ No ❑ |

EMPLOYMENT HISTORY/UNPAID/VOLUNTARY WORK

Please use a separate sheet if necessary and include details of all paid/unpaid/voluntary work you have ever undertaken:

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| **PRESENT or MOST RECENT EMPLOYER** | | | | | | | | | |
| Name & Address of Employer: | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | | | |
| Job Title: |  | | | | Dates Employed: | |  | | |
| Current Salary & Benefits: | | | |  | | | | | |
| Reason for Leaving: |  | | | | Notice Required: | | | |  |
| Brief Summary of Duties: | | | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | |
| **PREVIOUS EMPLOYMENT**  (most recent first - please give full history, using a separate sheet if necessary) | | | | | | | | | |
| Name of Employer & Nature of Business: | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | | | |
| Job Title: |  | | | | Dates Employed: | |  | | |
| Reason for Leaving: |  | | | | | | | | |
| Brief Summary of Duties: | | | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | |
| Name of Employer & Nature of Business: | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | | | |
| Job Title: |  | | | | Dates Employed: | |  | | |
| Reason for Leaving: |  | | | | | | | | |
| Brief Summary of Duties: | | | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | |
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| Job Title: | |  | | | Dates Employed: | |  | | |
| Reason for Leaving: | |  | | | | | | | |
| Brief Summary of Duties: | | | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | |
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| Job Title: | |  | | | | Dates Employed: | |  | |
| Reason for Leaving: | |  | | | | | | | |
| Brief Summary of Duties: | | | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | |
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| Reason for Leaving: | |  | | | | | | | |
| Brief Summary of Duties: | | | …………………………………………………………………………………  ………………………………………………………………………………… | | | | | | |

STATEMENT OF APPLICATION

Please continue on a separate sheet if necessary

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| Please give reasons for your application and details of the experience you consider to be relevant to this post:  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  What skills and personal qualities can you bring to Encompass Care?  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………… |

REFERENCES - excluding relatives

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| 1. Please supply the full name, job title and email address/address of the person who will supply your current or most recent employers reference:   Email address: …………………………………………………..  Name: ……………………………………………………….  Title: ……………………………………………………….  Address:\* ………………………………………………………. (\*we will write if we are unable to get a reference via email)  ……………………………………………………….  Post Code: ………………………………… Telephone No: ………………………………….. | |
| 1. Please supply the full name job title and email address/address of the person who will supply a second employers reference:   Email address: …………………………………………………..  Name: ……………………………………………………….  Title: ……………………………………………………….  Address:\* ………………………………………………………. (\*we will write if we are unable to get a reference via email)  ……………………………………………………….  Post Code: ………………………………… Telephone No: ………………………………….. | |
| 1. If we are unable to get references from a previous employer please give the names and designations of two persons who can be contacted for character references:   Email address: ………………………………… Email address: ………………………………..  Name: ……………………………………… Name: ……………………………………..  Title: ……………………………………… Title: ……………………………………..  Address: ……………………………………… Address: ……………………………………..  ……………………………………… ……………………………………..  Post Code: ……………………………………… Post Code: …………………………………….  Telephone No: ………………………………… Telephone No: …………………………………. | |
| **If you are selected, references may be sought prior to interview unless you indicate otherwise by ticking below:** | |
| **REFERENCE 1** **Yes ❑ No** ❑ | **REFERENCE 2 Yes ❑ No ❑** |
| Please state how this vacancy came to your notice: | |

DECLARATION

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| **I understand that any offer of employment will be subject to the information given on this form being correct. I also understand that appointment may be subject to a satisfactory medical examination. By signing this form, I agree the contents are correct and that if successful will form the basis of my personnel file. If unsuccessful, the form will be held on file for a period of six months along with the separate equality and diversity form. This will be held for the purposes of general monitoring of the effectiveness of equality and diversity policies. Individuals have the right to access personal data concerning themselves. This information is being given to you in accordance with the requirements of the Data Protection Act 1998.**  **I understand that such information may be disclosed to, recorded and used by those persons as may be necessary for the purpose of obtaining references relating to my employment records, as well as assisting the Department of Work & Pensions in their enquiries when requested.**  **Please tick: I confirm that I have completed this application form myself ❑ / I needed assistance to complete this form ❑**  **Signature of Applicant: …………………………………………………… Date: ………………………………** |

**Thank you for the time taken to complete your application.**

**Please return it to Grove House or email:** [**recruitment@encompasscare.org.uk**](mailto:recruitment@encompasscare.org.uk)

**Encompass GDPR Privacy Notes (Applicant)**

**What information do we collect about you?**

We collect information about you when you apply for a job on our website, via jobs boards, directly through emails or via post. We also collect information when you voluntarily give us a call or complete the ‘contact us’ form on our website.

**Website Applications - Cookies**

Website usage information is collected using Cookies. Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

If you would like more information about this, you can visit www.aboutcookies.org

You can set your browser not to accept cookies and the above website will tell you how to remove cookies from your browser.

**Using your personal information**

We collect information about you to process your application for employment, and, if you agree, to contact you about other vacancies that we think may be of interest to you.

Encompass will not share your information for marketing purposes with other companies.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact us on 01305 267483 or at Recruitment@encompasscare.org.uk

**Your consent**

By signing this form, you are confirming that you have read and understood this Privacy Note and that you are consenting to Encompass holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent)

□ To keep you informed about new vacancies in the company

□ To hold your record on file for up to 6 months/1 year in order to contact should suitable vacancies arise

□ All of the above

We may have to send you information by post, telephone or email. If you agree to being contacted in this way, please tick the relevant boxes.

Post □ Email □ Phone □

Where you do not grant consent, we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public.

If you do grant consent, please note that you can withdraw this (to all or any of the above) at any time by contacting 01305 267483. Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

Signed: ……………………………………………………. Date: ……………………………………