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**APPLICATION FOR EMPLOYMENT**

**Data Protection Act 2018**

Enhanced Community Healthcare Options (ECHO) Limited, Deanston House Limited, Malsis Hall Limited & ECHO Supported Living Services Limited may put the information you give on this form onto a computer system to support your application and the recruitment process.

**Please complete in BLOCK CAPITALS**

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| 1. **ABOUT THE VACANCY**
 |
| Vacancy Applied for | Click or tap here to enter text. | Name of Service | Click or tap here to enter text. |
| 1. **PERSONAL DETAILS**
 |
| Title | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  Please specify Click or tap here to enter text. |
| Surname | Click or tap here to enter text. | First Name(s) | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Daytime Phone No. | Click or tap here to enter text. | Evening Phone No. | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| 1. **WORK HISTORY**

Start with your most recent job and work back. Continue on a separate sheet if necessary. |
| Employer Name and Address | Employment Dates | Position Held/Main Duties | Reason forLeaving | Salary |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| 1. **EDUCATION AND TRAINING**

Start with the most recent and work back. Continue on a separate sheet if necessary. |
| University, college, school or other place studied | Course Studied | Qualifications Achieved | Date Achieved |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| 1. **ADDITIONAL EVIDENCE TO SUPPORT YOUR APPLICATION**

Please give details of any experience, skills or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary). |
| Click or tap here to enter text. |
| 1. **ADDITIONAL INFORMATION**
 |
| Please give dates of any holidays arranged | Click or tap here to enter text. |
| Do you have any commitments which might limit your working hours?If Yes, please give further information below. | Yes [ ]  | No [ ]   |
| Click or tap here to enter text. |
| Are you willing to work overtime and weekends when required? | Yes [ ]  | No [ ]   |
| Have you ever been convicted of a criminal offence: (spent or unspent under the Rehabilitation of Offenders Legislation)? If Yes, please give further information below. | Yes [ ]  | No [ ]   |
| Click or tap here to enter text. |
| Salary range expected  | Click or tap here to enter text. |
| How much notice are you required to give to leave your present employment?  | Click or tap here to enter text. |
| Have you worked for us before? If Yes, please give reason for leaving. | Click or tap here to enter text. |
| Please list your interests, sports, hobbies, etc. | Click or tap here to enter text. |
| Do you have a current full driving licence? | Yes [ ]  | No [ ]   |
| Does your licence have any current endorsements? If Yes, please give further information below. | Yes [ ]  | No [ ]   |
| Click or tap here to enter text. |
| 1. **REFERENCES**

Please give the names and addresses of two referees who are not related to you (both must be previous employers and **one must be your current or most recent employer**), who we can approach for a confidential assessment of your suitability for this job.  |
| Name  | Click or tap here to enter text. | Name  | Click or tap here to enter text. |
| Position  | Click or tap here to enter text. | Position  | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Address | Click or tap here to enter text. |
| Tel. | Click or tap here to enter text. | Tel. | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| Can we approach your present/most recent employer? | Yes [ ]  | No [ ]   |
| Are you agreeable to your current employer being contacted before an offer of employment is made? | Yes [ ]  | No [ ]   |
| 1. **DECLARATION OF APPLICANT**
 |
| I confirm that, to the best of my knowledge, the information I have given on this form is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal. |
| Signed | Click or tap here to enter text. | Dated | Click or tap here to enter text. |

**FOR OFFICE USE ONLY INTERVIEW RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| Interviewed by |  | Date |  |
| Comments/Areas to Examine |
|  |
| Decision | Reject [ ]  | Further Interview [ ]  | Accept [ ]   |
| Interviewer's report and reasons for decision |
|  |
| Applicant informed of Interview Outcome? | Yes [ ]  | No [ ]   |

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| APPOINTMENT RECORD (To be completed where there has been an offer of employment). |
| **CONDITIONAL OFFER LETTER** | **REQUESTS FOR REFERENCES** |
| Date sent |  | Date sent | 1 |  | 2 |  |
| Response |  | Reference 1 | Good [ ]  | Satisfactory [ ]  |
| Acceptance [ ]  | Refusal [ ]  | No reply [ ]  | Unsuitable[ ]  | No Reply [ ]  |
| **MEDICAL/MEDICAL REPORT** | Reference 2 | Good [ ]   | Satisfactory [ ]  |
| Date Sent |  | Unsuitable [ ]  | No Reply [ ]  |
| Response | Good [ ]  |  |
| Satisfactory [ ]  | **OTHER CONDITIONS** |
| Unsuitable [ ]  | Further proof of N.I. number or right to work requested |
| Start Date |  |  |
| Grade |  | Job Title |  |
| Starting Salary  |  | Personnel No. |  |