

Exmouth Care Ltd

Trading as

Amberwood & Linksway Nursing Homes

17 Douglas Avenue, Exmouth, EX8 2EY

Office Tel No: 01395 266122 Email: info@exmouthcare.com

If you need this form in large print, please contact the above office number. Please complete all fields on this form in type or black pen using block capitals. If you need any help, please ask. Once completed please return form by email or to the above address for the attention of Mrs Sally Moyse.

POSITION APPLIED FOR:

PERSONAL DETAILS

Title (Mr/Mrs/Miss etc.) _____ Surname _____

Forenames _____

Are you over 18? YES/NO

Address _____

Postcode _____

Home Telephone No _____ Work No _____

(Can we ring you at work? YES/NO)

Email Address _____

National Insurance Number _____ Do you require a work permit? YES/NO

Do you consider yourself to be disabled YES/NO

Do you know or are you related to anyone employed by this organisation? YES/NO

Please give details _____

When would you be free to start if offered employment?

EDUCATION AND QUALIFICATIONS
Please give details of your education and qualifications obtained.

Schools/Colleges etc	From Month/Year	To Month/Year	Examinations passed/Qualifications obtained	
Further Education and Training. Name of University/College or Organisation	From Month/Year	To Month/Year	Part or Full Time	Course title or subject studied and qualification obtained

Details of work related qualifications/courses attended:

DETAILS OF PREVIOUS EMPLOYERS

(Please list your full employment history below, **including any periods when you were not working**, together with an explanation of what you were doing).

N.B. We will be approaching employers for references. By proceeding with this application you consent for us to approach them.

Please start with your current or most recent employment and work backwards.

Employer's name, place of work and address	From	To	Full/Part Time	Title and brief details of the post

PRESENT EMPLOYMENT
(Or if unemployed details of last employment)

From Month/Year	To Month/Year	Position/Job Title
Name and Address	Please give a brief description of the job and your responsibilities	
Present Salary	Please give your reason(s) for seeking new employment	

Supporting Information

What qualities do you feel you have which will compliment this position?

RELEVANT EXPERIENCE

Using the job description provided, please give relevant details of aspects of your achievements, education, experience and training gained, either at work or otherwise, which you consider will enable you to do this job. Please continue on a separate page if required.

Please be advised, we will be approaching previous chosen employers for references for any jobs you have disclosed, as well as your present employer.

DIVERSITY MONITORING INFORMATION

Exmouth Care Ltd is committed to valuing diversity and promoting equality. Exmouth Care Ltd encourage and welcome applications from all people whatever their background, who are interested in applying to be a staff member regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

You are asked to complete this section along with your application for employment. Its purpose is to enable the Company to monitor the effectiveness of our Equal Opportunities and Diversity Policy. Please tick or complete the appropriate answers below.

This section will not be used as part of the selection process and is for monitoring purposes only.

Please tick the appropriate sections:

1. **Age**

☐ 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+

2. **Gender**

☐ Female ☐ Male I prefer to use another term:

3. **Ethnic Origin**

How would you describe yourself?

Choose one section and tick the appropriate box within it.

A White

- ☐ British
- ☐ Northern Irish
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background, please state

B Mixed Heritage

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed background, please state

C Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background, please state

D Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background, please state

E Chinese or other Ethnic Group

- ☐ Chinese
- ☐ Arab
- ☐ Any other, please state

5. How did you find out about the post?

☐ Local Press ☐ Exmouth Care Web Site ☐ CanuCare Web Site ☐ Friend

Any other, please specify

As part of the recruitment procedure we may collect and store sensitive personal data about you. Under the new GDPR guidelines implemented in May 2018, we are required to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for up to a year after the date on which it is submitted. Any information of this nature will be treated in the strictest of confidence.

I give my consent to sensitive personal information being recorded and stored.

Print Name **Date**

Signature