



## Application Form

You must complete **all parts** of the application form.

Please write or type your application in **black ink**. Read the application form before attempting to complete it.

Please return your completed application form to Branch Office i.e.

**Unit A, 333 Claremont Road, Manchester, M14 7NB** For further information call **07889717175**

### Personal details (please complete all sections)

Mr Miss Mrs Ms <i>(please circle)</i>			
Surname		First names (in full)	
Address		Previous address (if at current address less than five years)	
Postcode			
Length of time at current address			
Home telephone		Mobile telephone	
E-mail address			
National Insurance Number		Driving licence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Give details of Work Permits, Visas, Leave to Remain etc that allow you to work legally in the UK – include expiry dates			

### The job you are applying for (please complete all sections)

Position							
Preferred shift (please circle)	Days	Nights	Evenings	Preferred days (please circle)	Mon	Tue	Wed
	Full-time		Part-time		Thu	Fri	Sat
					Sun		

## Education and training (please complete all sections)

School / College	From	To	Qualification

Please list any other qualifications that are relevant to the job you are applying for	
Please give us details of any professional bodies that you are a member of	
If you are a nurse, please also let us have your PIN number and expiry date	

## Employment history (please go back at least five years and complete all sections)

Current/most recent employer	From	To	Position held	Notice period	Reason for leaving
Previous employer	From	To	Position held		Reason for leaving
Previous employer	From	To	Position held		Reason for leaving

Previous employer	From	To	Position held		Reason for leaving

If you require further space, please use the additional information section at the end of this form

## Additional employment information

If you have not been in employment over the past five years, please provide a brief summary of your activities over this period	
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## Further information (please complete all sections)

Are you facing any criminal prosecutions?	No	Yes (give details)
Do you have any spent/unspent convictions, cautions or reprimands under the Rehabilitation of Offenders Act 1974?	No	Yes (give details)
Have you been dismissed from any employment	No	Yes (give details)
Have you ever been or are you currently going through any investigation or disciplinary action?	No	Yes (give details)
What period of sickness and/or unauthorised absence have you had in the last two years?		

## References (please complete all sections, unfortunately we cannot accept your relative as a referee)

Most recent employer (please include referee's name, position and company address)	Telephone	E-mail

Previous employer <i>(please include referees name, position and company address)</i>	Telephone	E-mail

### Additional information

**PLEASE READ CAREFULLY**

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that an offer of employment is subject to satisfactory references and DBS checks, and I authorise BA Care & Services to obtain references to support this application once an offer of employment has been made and accepted.

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the UK GDPR and the Data Protection Act 2018. I also give my consent for my personal information being retained and used to process my application for employment.

Signed

Date

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Print name

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, colour, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications