

# APPLICATION FORM

(Please complete using **BLACK** ink – thank you)



<b>Position applied for:</b> (Please circle)	
<b>Full time Support Worker</b>	<b>Senior Support Worker</b>
<b>Bank Support Worker)</b>	<b>Community Support Worker – Supported Living</b>
<b>Other</b> (please state) _____ -	
<b>Preference in Hours</b>	Daytime hours (Early shift 7.30 – 3pm / Late shift 2.30pm – 10pm, Night time hours (10pm – 7.30am)
<b>Title:</b>	Mr / Mrs / Miss / Ms / Other *please circle
<b>Full Name:</b>	
<b>Address:</b>	
	Postcode:
<b>Telephone Numbers:</b>	Home: <span style="margin-left: 100px;">Mob:</span>
<b>Email address:</b>	
<b>Do you require a work permit to work in the UK?</b>	Yes / No (if yes please give details):
<b>Type of permit, expiry date and restrictions on hours:</b>	
<b>Do you have a clean driving licence?</b>	Yes / No (if no please give details): Provisional / Full
<b>Have you been banned from driving in the last 11 years?</b>	Yes / No (if yes please give details)
<b>How many days absence excluding holiday did you have in the past 12 months.</b>	
<b>How did you hear of this position:</b>	
<b>Have you worked for ILG through an agency in the last 6months?</b>	Yes / No (if yes please give details):
<b>How quickly are you available to start work?</b>	
<b>Please list any qualifications that you feel are relevant to this role.</b>	

**Previous Employment (please start with your most recent employment). Please note we will use your last employer for reference should you be successful. References will only be sent once the role has been offered by ILG and accepted by candidate.**



Last Employer:	Your Position:
Address:	
Post code	Dates employed from:                      to:

Previous Employer:	Your Position:
Address:	
Post code	Dates employed from:                      to:

Previous Employer:	Your Position:
Address:	
Post code	Dates employed from:                      to:

**Character Reference, should not be a relative (will only contact the person should a position be offered by ILG and accepted by the candidate)**

Persons Name:	Relationship:
Address:	
Post code	Length of Time Known:

**Important – This section MUST be completed. Incomplete application forms will not be considered.**

Using the Job Description and information provided herewith, please give details of your personal achievements and experience which you consider will enable you to fulfil this role.

**(Please answer this question in as much detail as possible – you may choose to continue on a separate sheet of paper).**

# STRICTLY CONFIDENTIAL

**IMPORTANT: FAILURE TO DISCLOSE ANY CRIMINAL CONVICTION MAY LEAD TO TERMINATION OF YOUR CONTRACT OF EMPLOYMENT.**



For persons applying for Posts which are excepted under the rehabilitation of Offenders Act 1974.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of 2.4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Action 1974 (Exceptions) Order 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the employer. Any information given will be completely confidential and will be considered only in relation to this application. ILG will not unfairly discriminate against you on the basis of convictions or other details revealed.

Have you ever been cautioned or convicted of a criminal offence (with the exception of minor motoring offences or offences committed as a juvenile under the age of 16)?

**YES / NO (delete as appropriate)**

**If yes**, please give details including the offence and the date:

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Having a criminal record will not necessarily bar you from working for ILG. This will depend on the circumstances and background of your offences.

**Declaration:** I certify that the information I have given on this form is true and correct to the best of my knowledge and I understand that the giving of false information or misleading statements or withholding information may result in disciplinary action including dismissal.

All successful applicants will go through a Criminal Records Bureau check during their probationary period.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Note: Please ensure that you have signed and dated this statement \*\***

\*Under the Data Protection Act 1998, this application is solely for recruitment purposes and will be stored securely.\*