



Oswald House,
33, St. Oswald's Walk,
Newton Aycliffe,
Co. Durham.
DL5 4BQ
Tel. (01325) 300296
Fax. (01325) 314621
E-mail mail@oswaldhouse.co.uk

Oswald House – Application Form

***Please complete this form in your own handwriting.**

Any gaps in your employment/educational history need to be explained on a separate sheet of paper.

Please ensure that any dates you give are full dates for example day/month/year and not approximate. Oswald House will check with previous employers to verify any information given on this form.

Confidential

Please Complete in black ink

Position applied for _____

Post Hours _____

Part A Personal Details

Full Name : _____ Title _____

Address : _____

Telephone No. _____ (day) _____ (eve)

Are there any restrictions on you taking up employment in the UK? Yes No

National Insurance Number: _____

If you need a work permit, please indicate if there are any limitations / conditions on the work permit _____

Part B Education and Training

Please give brief details of courses attended and examination results, including work-based training.

Name of establishment	From	To	Examination results (subject, level, grade)

Part C Present or most recent employment(Please enter full dates inc. day and month)

Name and address of employer _____

Post held _____

Date started _____ Until _____ Wage _____

Key roles/achievements

1. _____

2. _____

3. _____

Reason for Leaving / Notice required in current post _____

Employment History (most recent first)

Name and address of employer _____

Post held _____

Date (dd/mm/yyyy) started _____ Until _____ Wage _____

Key roles/achievements

1. _____

2. _____

3. _____

Reason for Leaving _____

Name and address of employer _____

Post held _____

Date (dd/mm/yyyy) started _____ Until _____ Wage _____

Key roles/achievements

1. _____

2. _____

3. _____

Name and address of employer _____

Post held _____

Date (dd/mm/yyyy) started _____ Until _____ Wage _____

Key roles/achievements

1. _____

2. _____

3. _____

Reason for Leaving _____

Other Employment

Please note any other employment you would continue with if you were to be successful in obtaining this position.

Part D Experience/relevant skills/further information

Use this section to provide any additional information, and to show how you feel you will be able to meet the needs of our residents / organisation. You could for example draw on aspects of your education and experience, including paid or unpaid employment, voluntary work, interests and hobbies etc.

Driving Details

Do you hold a current driving licence? Yes No or Learning Yes No

Have you held your full licence for more than two years Yes No

Can you drive a manual vehicle with a gearstick Yes No

Could you drive a people carrier confidently with practice Yes No

If yes, please specify type of licence and list any endorsements

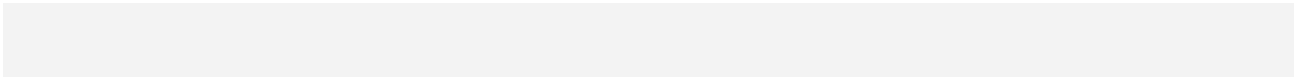
Part E Verification of employment or education record

Please give names and addresses of two people who can provide character and employment references. One should be your present / most recent employer, Preferably your immediate manager

Name _____	Name _____
Address _____ _____	Address _____ _____
Position held _____	Position held _____
Tel No _____	Tel No _____

If you have not been in paid employment please give the name / contact details of head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Please tick this box if you do not wish us to approach your present employer until, and if, a firm offer of employment has been made. (Oswald House normally takes up references if you have been short listed)



Rehabilitation of Offenders Act

You do not generally have to disclose details of spent convictions. However, the post you are applying for is exempt from the Rehabilitation of Offenders Act by virtue of the (Exceptions) order because it involves access to persons who are disabled. You must reveal details of all convictions, spent or otherwise.

Have you ever been convicted of any criminal offence? Yes No

If yes, please give details of conviction(s) and date(s)

Do you have a current enhanced DBS certificate ? Yes No

(Before you can start working in any care setting you must have a new satisfactory enhanced Criminal Records Bureau check. Oswald House can help you obtain one on these. A fee is applicable for this service)

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personal file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau / Scottish Criminal Records Office for an enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signature _____

Date _____

Oswald House

Name _____

Post Applied For _____

Is the post applied for :- Full Time (39 hours) Part Time

Equal Opportunities Statement

Oswald House has an Equal Opportunities Employment Policy to ensure that all applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, sex, disability, sexuality, age, non trade union & trade union membership, creed, colour, nationality, religion, language, political opinion or affiliation, gender reassignment, marital status, family connections, caring responsibilities or unrelated criminal conviction. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place.

Would you like to be considered for this post as a job sharer Yes No

Please state where you saw this position advertised
