

Valerie Manor

Residential Care Home

Henfield Road
Upper Beeding
West Sussex
BN44 3TF

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EMPLOYMENT APPLICATION FORM

Post: Care Assistant
Department: Valerie Manor
Where seen
Job reference: VM 102

Personal details	Please complete in BLOCK CAPITALS
Title	
Surname	
First names	
Address	
	Post code
Contact telephone number	
Email	

Education and qualifications

Please give the following details. Continue on a separate sheet if necessary.

School/college/university	Dates attended	Qualifications gained (including subject, grade and date obtained)

Current or most recent post

Employer

Address

Job Title

Duties

Rates of pay

Date employed from _____ to _____

Reason for leaving

Work history

Give details of your previous work history (including voluntary or unpaid work) beginning with the most recent post. Continue on a separate sheet if necessary.

Dates	Name and address of employer	Position held	Main duties

Other relevant information

Please give your reasons for applying and explain how your experience, skills and training are relevant to the post in question. Please provide any additional information that you feel is relevant to your application. Continue on a separate sheet if necessary.

Disability

Do you have any disabilities that might affect your application?

- Yes
 No

Please tell us if:

- a) there are any reasonable adjustments we can make to assist you in your application;
b) there are any reasonable adjustments we can make to the job itself to help you carry it out.

Criminal convictions

Have you ever been convicted of a criminal offence?

- Yes
 No

If yes, please specify below

References

Please give the names and addresses of two persons as referees, other than friends or relatives. No approach will be made to your present or previous employers before an offer of employment is made.

1. Name Address	2. Name Address
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Declaration I declare that the information contained in this application is correct to the best of my knowledge.	
Signature	Date