



# GJ CARE Job Application Form

Position Applied For:.....

Willing to apply for DISCLOSURE to the Criminal Records Bureau

Yes

No

## PERSONAL DETAILS

Full Name:.....

Address:.....Town:.....

Post Code:.....County:.....Country:.....

Telephone Number:.....Mobile:.....

Date of Birth:..... Age:..... Place of Birth:.....

Are you a Citizen of the EU or EEA?

Yes

No

If "No", do you have a Work permit?.....  
(work permits must be produced at interview)

What is your national insurance number? .....

## HEALTH & DISABILITIES

Do you have any disabilities which may be relevant to this Job Application:

Yes

No

If Yes, please describe them:.....

Are you Registered Disabled?

Yes

No

Overall State of Health:

Excellent

Good

Poor

Hearing:

Excellent

Good

Poor

Eyesight:

Excellent

Good

Poor

Do you wear any of the following:

Spectacles

Contact Lenses

Neither

Please give details of any medical condition for which you have received treatment in the past 5 years:

.....  
.....

Have you had treatment for any condition relating to the abuse or mis-use of drugs or alcohol within the last 5 years?

Yes

No

If "YES" please provide brief details:.....

Would you be willing to have a medical examination if required ?

Yes

No

Have you had treatment for any psychiatric illness's or mental health issues.

Yes

No



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## DRIVING RECORD

Do you have a current "FULL" driving licence?  Yes  No

If "YES", for what classes of Vehicle:.....

Driving licence valid from:..... To:.....

Number of Penalty Points (if any) endorsed on current licence:.....

Have you ever been disqualified from driving, or had insurance refused?  Yes  No

If "Yes", please provide brief details:.....

## NEXT OF KIN DETAILS

**Name:**.....

**Address:**..... **Town:**.....

**Post Code:**..... **County:**..... **Country:**.....

**Telephone Number:**..... **Mobile:**.....

**Relationship:**.....

## GENERAL EDUCATION

From	To	Name of School	From	To	Name of College, University etc
<b>Examination results/qualifications obtained</b>					

## EMPLOYMENT

**Please list full employment history since leaving school, including periods of unemployment and any other periods not in employment (use separate sheet if required)**

1. Name and Address of Current Employer (or last Employer if currently unemployed)	Job Title and main duties		Employment Dates	
			From	To
Reason for Leaving:		Average gross pay: £                      per week/month/annum		

**Previous Employment (Employer Name address and contact telephone No. your Job Title)**

.	Employers Name and telephone	Address	Position	Date From	Date To	Reason for leaving
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

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## JOB FLEXIBILITY

Prepared to Work:	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Shifts <input type="checkbox"/>
If Part-Time please indicate preferred hours:			
Details of any other work which you will continue to undertake if you are offered this Job Position:			
Please provide details of any outstanding holidays to be taken:			
AVAILABLE TO TAKE UP EMPLOYMENT FROM:			

## REHABILITATION OF OFFENDERS ACT, 1974

As your prospective employer and due to the nature of the work you are applying we are required to ask the following question  
 Any information supplied by yourself will remain confidential and considered only in relation to the Job Application: **This position is exempt from the Rehabilitation of Offenders Act 1974.** You must to tell us of all convictions whether considered spent or unspent. Having convictions will not necessarily preclude you from employment. **However a Full CRB check will be carried out prior to you starting work.**

Have you ever been convicted of any criminal offence by any Court of Law, Tribunal (including military court)  
YES       NO

If “YES” please provide brief details of the offence(s) and relevant dates:  
 .....  
 .....

## EQUAL OPPORTUNITIES – VOLUNTARY INFORMATION

The organisation seeks to recruit employees on the basis of their general suitability for a position and aims to ensure that consideration of age, sex, marital status, Sexual orientation, gender identification, disability, racial or ethnic origin will play no part in this process.

In order to monitor the effectiveness of this commitment to equal opportunities it would be helpful if you could complete this section of the form. Completion is not compulsory but should you give details below the information will be used for no other purpose than that as stated in this paragraph.

Marital Status       Single     Married     Separated     Widowed     Divorced     Civil Partnership

Sex                     Male       Female      Age D.O.B.....

Ethnic Origin         African     Afro-Caribbean     Asian     European     Polynesian     British

Disabilities (specify).....

Registered Disabled Number (where relevant).....

## DECLARATION - please read carefully, then sign and date your application:

I confirm that the information I have provided is correct and understand that misleading statements may be sufficient grounds for dismissal without notice should your application be successful. I also understand that questions left unanswered will be discussed at interview(s) arising from this application:

Applicant’s signature..... Date:.....



## EMPLOYMENT APPLICATION REFEREE NOMINATIONS

You are required to provide details of at least Two People / previous employers who will be requested to provide written references in regard to your application for employment. At least one of these MUST be your previous employer. Please give full contact details below.

Name of company .....

Contact person .....

Full postal address.....

.....

Contact telephone number.....

Name of company .....

Contact person .....

Full postal address.....

.....

Contact telephone number .....

### **Personal Reference.**

Name.....

Name.....

Relationship.....

Relationship.....

Address.....

Address .....

.....

.....

telephone number .....

.....

ONCE COMPLETED PLEASE RETURN TO:

**GJ Care  
189 Court Road  
Barry  
Vale of Glamorgan  
CF63 1EX**