

Office use only

Ref no:



## APPLICATION FORM

*Please complete this form in black or blue ink or complete online*

**TITLE OF POST YOU ARE APPLYING FOR** *(please write as it has been advertised)*

### SECTION 1: PERSONAL DETAILS

<b>Title:</b>	
<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Post code:</b>	<b>Email address:</b>
<b>Telephone number:</b>	<b>Mobile:</b>
<b>Daytime:</b>	<b>Evening:</b>

*(Please give both daytime and evening telephone numbers)*

**Do you have the right to work in the UK and supporting documents?** Yes  No

PIN/GMC/GPhC number:   
*(For registered staff only)*

Expiry Date:

**National Insurance (NI) Number**

**Date of Birth:**

**Where did you hear about us?** *Please tick as appropriate*

- a. Tees Care website
- b. Tees Care facebook  LinkedIn  Twitter
- c. Word of mouth/referral
- d. Other  *please specify* .....

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**SECTION 2: EMPLOYMENT DETAILS**

**DETAILS OF CURRENT OR YOUR MOST RECENT EMPLOYER:**

Position held:

<b>Employer's Name:</b>	
<b>Employer's Address:</b>	
	<b>Post code</b>
<b>Place of work:</b> <i>(If different from the above)</i>	
	<b>Post code:</b>

**Date of employment:** From:  /  /  To:  /  /

**SECTION 3: EMPLOYMENT HISTORY**

*Please list all previous employment, starting from the most recent, include any temporary or voluntary work done. Please explain any gaps in employment history. (attach separate sheet if necessary)*

Employer's name and address	Job title and brief summary of duties and responsibilities	Dates of employment From and To (Month & Year)	Reason for leaving

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**SECTION 4: REFERENCES**

Please provide the names and addresses of two (2) persons who can provide references for you, one of whom must be your most recent employer. Please, do not give friends, work colleagues or relatives as referees. We reserve the right to take up references from all previous employers. If you have not previously worked, please give a teacher, lecturer or other person who will be able to supply a non-personal reference to you.

REFERENCE 1	REFERENCE 2
<b>Name of referee:</b>	<b>Name of referee:</b>
<b>Company/Organisation:</b>	<b>Company/Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post code:</b>	<b>Post code:</b>
<b>Position:</b>	<b>Position:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email:</b>	<b>Email:</b>
<p>If you are shortlisted, we may contact your referees prior to interview. <input type="checkbox"/></p> <p>If you do not want us to do so, please tick this box</p>	
<b>NEXT ON KIN</b> (Person to be contacted in the event of an emergency)	
<b>Name (in full):</b>	
<b>Address:</b>	
<b>Post code:</b>	
<b>Home telephone:</b>	<b>Office telephone no:</b>
<b>Mobile telephone:</b>	<b>Email address:</b>

**Declaration of criminal convictions**

You will be working with vulnerable persons in the post that you have applied for. Consequently, you are required to disclose details of your criminal record. Under the Rehabilitation of Offenders Act 1974 (Exemptions) order, you cannot withhold information about convictions which may for other purposes be regarded as 'spent'.

**Please answer the following question:** Have you ever been convicted of a criminal offence, been the recipient of a police caution, or been the subject of a conditional discharge or probation order? Yes  No

If 'Yes' please give details and dates:

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: **DECLARATION**

I have completed the details required in this document and declare that to the best of my knowledge, the information given is correct. I consent to it being held on file under the terms of Data protection Act (1998).

Signed: \_\_\_\_\_

Date: 

Please return the filled Application Form to:

**Tees Care, Unit 14 Forbes Building, 311-321 Linthorpe Road  
Middlesbrough, TS1 4AW**