

**APPLICATION FOR EMPLOYMENT
THE ORANGE GROVE FOSTER CARE AGENCY
Private & Confidential**

POSITION APPLIED FOR _____ REF NO: _____
PLEASE ENSURE THIS FORM IS COMPLETED IN BLOCK CAPITALS USING BLACK INK

1. PERSONAL DETAILS

Surname:	Forename(s):
Previous Surname:	Mr / Mrs / Miss / Ms / Dr - delete as applicable
Address (including postcode):	
Telephone number:	Work telephone number:
Mobile number:	National Insurance Number:
Are you legally eligible for employment in the U.K?	
Yes / No	

2. DRIVING LICENCE

Do you have a current driving licence?	Yes / No
Please provide details of any endorsements:	

3. EDUCATION, TRAINING AND QUALIFICATIONS

Please provide details of all education that you have received that is relevant to the post
Please continue on a separate sheet if necessary

School/ College/University Attended	From - To	Qualification including Grade	Date obtained
--	-----------	----------------------------------	---------------

a) School after 11

--	--	--	--

b) Further or Higher Education (Full or Part time)

--	--	--	--

c) Professional or other training courses attended, including PQ awards and NVQs etc

	Duration	Name of qualification and date awarded

4. EMPLOYMENT HISTORY

Please list previous employment, beginning with the most recent

Please continue on a separate sheet if necessary to ensure full employment history is covered

Employer's Name & Address	From	To	Salary	Job Title
	Month	Month	£	
	Year	Year	per	
Brief description of duties:				
Telephone Number:	Reason for Leaving:			
Notice period required:				
Employer's Name & Address	From	To	Salary	Job Title
	Month	Month	£	
	Year	Year	per	
Brief description of duties:				
Telephone Number:	Reason for Leaving:			
Employer's Name & Address	From	To	Salary	Job Title
	Month	Month	£	
	Year	Year	per	
Brief description of duties:				
Telephone Number:	Reason for Leaving:			
Employer's Name & Address	From	To	Salary	Job Title
	Month	Month	£	
	Year	Year	per	
Brief description of duties:				
Telephone Number:	Reason for Leaving:			

5. EXPERIENCE

Please outline experience and skills gained in previous positions or within activities outside of work that indicate your suitability for and are relevant to the post you have applied for

Please continue on a separate sheet if necessary

6. OTHER EMPLOYMENT INTERESTS

Please provide details of any other employment interests that you have

If offered this position will you continue with these other employment interests or work in any other capacity? Yes / No

If yes, please provide details

7. CRIMINAL CONVICTIONS

If you have been convicted of any offence or if there are any proceedings pending against you, please provide details:

Please Note: In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability

8. LEISURE ACTIVITIES / HOBBIES

Please outline your leisure interests, hobbies and other pastimes

9. HEALTH DETAILS

Are you registered disabled: Yes/No
If yes, please provide details and specify any special needs in relation to your disability

Please provide details of all absences from work in the past 12 months and the reasons for the absence

Number of Days Absent :	Number of Separate Occasions:
-------------------------	-------------------------------

Please give brief details of absences (if applicable):

10. RELATIONSHIPS

Are you related to a member of staff or foster carer with The Orange Grove?	Yes / No
If yes, please provide details to whom you are related and the relationship:	

11. CURRENT MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please provide details of any professional organisation that you are a member of:

11. REFERENCES

Please provide details of two persons from whom we may obtain a reference
One of whom must be your present or most recent employer

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone Number:	Telephone Number:
May we contact this person without further reference to yourself Yes/No	May we contact this person without further reference to yourself Yes / No

12. DECLARATION

Please read the following carefully before signing this application for employment

<p>The Orange Grove needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998. The Orange Grove will take all reasonable precautions at all times to guard information against any unauthorised access and use.</p> <ol style="list-style-type: none">1. I confirm that the above information is complete and accurate to the best of my knowledge and understand that any untrue or misleading information will give The Orange Grove the right to terminate any employment contract offered.2. I agree that The Orange Grove reserves the right to require me to undergo a medical examination if deemed necessary.3. I consent to The Orange Grove holding this information on file, for as long as it considers necessary, to fulfil the purpose for which it was obtained and to process it in accordance with the requirements of the Act or other procedures implemented by The Orange Grove for this purpose from time to time. <p>Signed _____ Date _____</p>
