

APPLICATION FORM
(To Be Hand Written Type)

Please complete all sections of the application form. A curriculum vitae and other relevant information will only be considered alongside a completed form. Please write clearly in black ink.

Post Applied for:		Location:	
Date Application Received: (office use only)		How did you hear about this vacancy?	

1. PERSONAL INFORMATION

Surname:		Forename(s) or other names:	
Address for correspondence:			
Home Telephone:		Work Telephone:	
Email Address:			
Preferred Method of Contact:			
Date of Birth:		National Insurance Number	
Do you need a work permit to take up this appointment?		Are you a UK or EU/EEA National?	
Driving Licence Held Yes / No		Car Owner Yes / No	

2. QUALIFICATION AND TRAINING

Please give details of any training and development activities you have completed, including vocational updating which you feel is relevant to your application and not covered by any other section. Please continue on a separate sheet if required:

Training/Development Undertaken	Date	Duration

3. EMPLOYMENT

Please complete, starting with your present/most recent employer. List all paid and voluntary positions and provide full details of your responsibilities. Continue on a separate sheet if necessary. **Lady Click Services** is committed to safeguarding and promoting the welfare of vulnerable adults, applicants must be willing to undergo checks with past employers and Criminal Records Bureau.

Dates	Name and Address of Employer	Job Title	Responsibilities	Reason for Leaving

4. SUPPORTING STATEMENT

Please use this space to explain how your experience and skills acquired in your previous work will enable you to meet the requirements of the post you have applied for. Please address the requirements shown on the Person Specification. You are invited to include any interests or activities outside work which you consider relevant. You may continue on an extra sheet if necessary, please limit this to no more than one extra size of A4.

5. REFERENCES

Please give details of two referees, one of whom should be your present or most recent employer. Please note that your character referee should be a person who is known to you in a professional capacity i.e. tutor, former colleague. Your referees will be asked to comment on your suitability for this position, with particular emphasis on your suitability to work with adult.

Employment Reference	Character Reference
Name: Organisation: Telephone Number: Email: Address: Postcode: Relationship:	Name: Organisation: Telephone Number: Email: Address: Postcode: Relationship:

References will normally be taken up as part of the interview process and your referees may be contacted at this stage. If you do not want us to contact your referees at this stage please tick this box ().

6. CRIMINAL CONVICTIONS

Lady Click Services employees have substantial opportunity for access to vulnerable adults; you are therefore required to declare any convictions, cautions or bind-overs even if they would otherwise be regarded as "spent" under the Acts.

Please answer the following two questions:

1) Do you have any convictions, cautions or bind overs? YES / NO (Please circle as applicable)

Please note that if you are selected for appointment you will be required to apply to the Disclosure Bureau Services (DBS) (Criminal Records Bureau) for a disclosure to verify this information. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not automatically bar you from employment but this will depend upon the circumstances and background to the offence(s).

7. DECLARATION

To the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent Contract of Employment.

I understand due to the nature of this post that I shall be subjected to a disclosure check through the (DBS) Criminal Records Bureau. I declare that I am not banned or disqualified from working with vulnerable adults subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State.

I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of employment or my dismissal at any time in the future and possible criminal prosecution.

Passport Sized Photo Attached

Signed:

Date:

Equal Opportunities Monitoring Form

Lady Click Services is committed to ensuring Equality & Diversity is recognised and practiced in our recruitment, selection, promotion, training and development opportunities for all staff and volunteers. To assist in monitoring the effectiveness of our equality and diversity policies please answer the following questions. (Tick box where appropriate). We will ensure that the content of this questionnaire remains confidential and will be used solely for monitoring purposes. This form will then be confidentially destroyed.

A) White	<input type="checkbox"/>	B) Mixed	<input type="checkbox"/>	C) Asian or Asian British	<input type="checkbox"/>
British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		Any other Mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
D) Black or Black British	<input type="checkbox"/>	E) Chinese or Other Ethnic Group	<input type="checkbox"/>	F) Prefer not to say	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
African	<input type="checkbox"/>	Any other Ethnic Group			
Any other Black background	<input type="checkbox"/>	(Please specify)			

Employment Status

Are you employed *full-time or *part-time (*Please delete as appropriate).

Gender	<input type="checkbox"/>	* Disability	<input type="checkbox"/>
Male	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Female	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

** Disability: The Disability Discrimination Act 1995 defines a person as having a disability if s/he "has a long term physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-day activities"*