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**R.A STAFFING SOLUTIONS LTD - EMPLOYMENT APPLICATION FORM**

**POSITION APPLIED FOR:** DAY SHIFTS  NIGHT SHIFTS  HCA

***The contents of this form will be treated as confidential***

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| **PERSONAL INFORMATION** | | | |
| Surname: |  | Forenames: | |
| Have you used any other names? If yes, please provide details: |  | Yes  No | |
| Mr/Mrs/Ms/Miss |  |  | |
| Full Address & Postcode: | | | |
|  |  |  | |
| Post Code: |  | Telephone number: | |
| Date of Birth: |  | National Insurance Number: | |
| Mobile No: | | Email address: | |
| Do you have a current driving licence? Yes  No | | | |
| If there are any endorsements on your driving licence, please give details below: | | | |
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| Emergency Contact Detail: | | | |
| Name: | | | Relation to you: |
| Number: | | | Email: |

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| **EDUCATION HISTORY** | | | |
| **School / College / University attended** | **Date in education From – To**  **MM/YY** | | **Qualifications gained** |
| High School |  |  |  |
| College |  |  |  |
| University |  |  |  |
| Training |  |  |  |
| Work Experience |  |  |  |
| Voluntary Roles |  |  |  |
| Other |  |  |  |

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| **EMPLOYMENT HISTORY**  Please list all employment, explaining any gaps between posts since you finished full time education, (beginning with your most recent employer.) Please continue on a separate sheet if necessary. | | | | | |
| **Date From - To**  **MM/YY** | | **Name & address of employer** | **Job title** | **Duties and responsibilities:** | **Reason for leaving** |
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| **Cover Letter**  This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of. Please continue on a separate sheet if necessary. |
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| **RIGHT TO WORK** | |
| Do you have any restrictions on your right to work or remain in the UK?  Yes  No  If applicable, what date did you enter the UK?  Have you ever lived or worked outside the UK for more than 6 months? Yes  No  Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK. Please confirm that, if you are offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of:  **(Please indicate with a tick)** | |
| UK or EEU Birth Certificate which **must** include name of parents |  |
| Registration or Naturalisation Certificate |  |
| Work Permit issued by Work Permits UK |  |
| Home Office issued letter indicating permission for indefinite stay in the UK with no restrictions |  |
| P45/P60 from previous Employer |  |
| National Insurance Card |  |
| UK Residence Permit from a EEAA state or Switzerland |  |
| Home Office Application Registration Card permitting employment |  |
| Passport |  |
| **Note: EEAA** = European Economic Area Agreement | |

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| **ADDRESS HISTORY** | |
| Have you been living at your current address for 5 year or more? **Yes  No**  If not, please provide us with the addresses you have lived at for the last 5 years: | |
| **First line of address:** | **Postcode:** |
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| **HOW DID YOU HEAR ABOUT US?**  For recruitment monitoring purposes. |
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| **DBS** |
| Do you have a DBS Certificate? Yes  No  If yes, is your DBS on the update service? Yes  No |

| **CRIMINAL OFFENCES** | |
| --- | --- |
| **Information required** | **Details** |
| Have you ever been convicted of a criminal offence or received a caution? | Yes  No |
| If answered yes, please provide details:  **The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. You are not required to provide any information about protected (filtered) offences. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**  Failure to declare a conviction may require us to exclude you from our register if the offence is not declared but later comes to light. If you are working in an assignment with a client at the time that we are made aware of a conviction that have not disclosed to us, we may be legally required to inform our client of that information and your assignment may be terminated. | |

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| **OTHER INFORMATION** |
| Have you ever been dismissed from a previous employer? Or has any form of disciplinary action ever been taken against you?  Yes  No  Have you at any time been the subject of a Person in a Position of Trust Investigation?  Yes  No  Have you ever been refused work with Children/ Young people or Vulnerable Adults / refused registration by Ofsted / refused an application to adopt?  Yes  No  **If you have answered yes to any of the above, please provide as much information as possible:** |

|  |  |  |
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| **REFERENCES**  No references will be requested without your written consent following | | |
| Name: | Company & Position: | Contact Details: |
|  |  | EMAIL ADDRESS:  CONTACT NUMBER: |
|  |  | EMAIL ADDRESS:  CONTACT NUMBER: |

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| **REASONABLE ADJUSTMENTS** |
| **If called to interview are there any adjustments that are required?**  Yes  No |
| Please detail below the adjustments that are required and their purpose. **This is not used as part of the selection process.** |
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| **DECLARATION**  (Please read this carefully before signing the application) | |
| I agree that any offer of employment is subject to satisfactory vetting.    I confirm that the information supplied by me on this form and all documents required, with this application are complete and correct and that any untrue or misleading information will give you the right to terminate any employment contract offered. | |
| Full Name: | |
| Signed: | Dated: |

**Please email your completed application form to: admin@rastaffingsolutions.co.uk**