



APPLICATION FORM

**C.P.I CARE LTD
CREATING AND PROMOTING INDEPENDENCE**

CONFIDENTIAL: Please complete this form in black ink using block capitals

For Office Use

Return this completed application form to:

Name:	Jamie Morgan
Address:	The Warehouse Crown Street Crumlin NP11 4PR

Application for appointment as:-

Personal Details

Surname	_____	First Names	_____
Tel No	_____	Address	_____
Mob No	_____		_____
N.I Number	_____		_____

Do you consider yourself to be disabled? YES / NO
If yes please give details: _____

Education And Professional Training

NB we may check this information with the relevant awarding bodies/institutions

Education	Establishment	From	To	Qualification Gained	Grade
Secondary Education					
Further Education/ Training e.g N.V.Q					

Present Or Most Recent Employment

NB we may check this information with your present or recent employers

Employers Name/Address	Job Title	Date Started	Date Finished	Reason For Leaving

Salary _____

Notice Required _____

Previous Employment

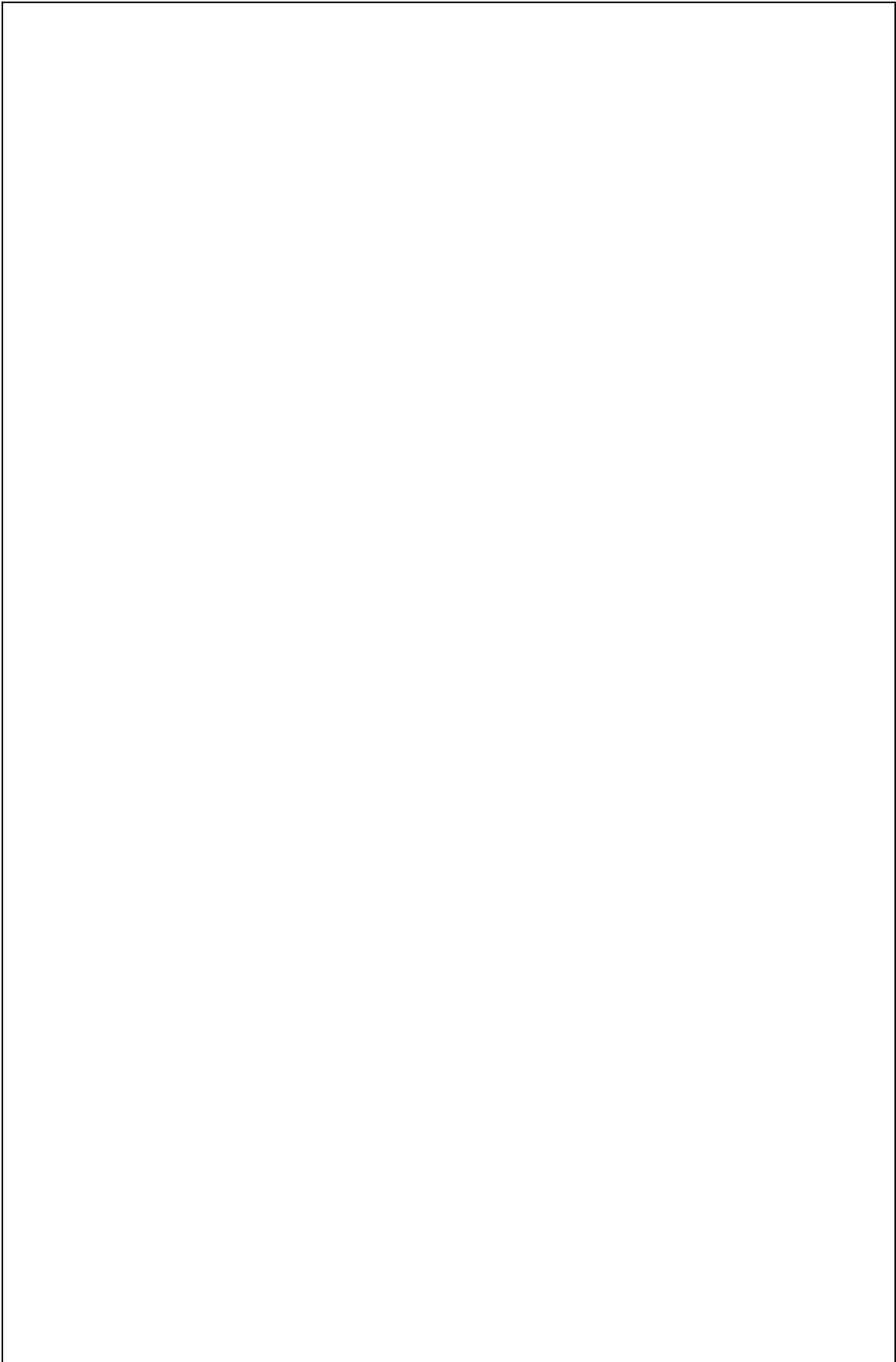
NB we may check this information with your previous employers

Employers Name/Address	Dates	Position & Brief Description Of Duties	Reason For Leaving

Relevant Experience

Creating & Promoting Independence

Using the job description provided please give details of aspects of your achievements, education and experience which you consider you to do this job. Continue on a separate page if necessary.



On this form you must disclose and conviction(s) you have received, including convictions as a juvenile, which have not become 'spent'.

Although you may feel embarrassed about having to declare a particular conviction, you will be given a full opportunity to explain the circumstances and it is possible that these will not exclude you from appointment. Failure to fully disclose any conviction may lead to disciplinary action up to and including dismissal.

Surname		Forenames	
Date Of Birth		Place Of Birth	
Maiden and/or previous names:-			
Address			
Post applied for:-			
Date of interview:-			

Please state whether you have any convictions by ticking one of the boxes below. If you have convictions they should be specified in the box provided: -

Do you have any convictions?	Yes	No	Please Tick
If yes, detail the conviction(s) below:-			
Details Of Convictions			
Date	Court Attended	Offence	Penalty

Signature _____ Date _____

Referees

Please give names and addresses of two referees who have agreed to give an opinion of your character, ability, experience and **qualifications one of whom must be your present/last employer**. Personal references, work colleagues, friend or relatives are not acceptable. If you do not wish either or both referees to be contacted before an interview please indicate with a cross in the appropriate box.

Please do not contact Referee 1.

Tel/Fax _____

Capacity in which Know to you:-

Please do not contact Referee 2.

Tel/Fax _____

Capacity in which known to you:-

Further Information

Where did you see the advertisement? _____

Do you hold a current driving licence?

Yes / No

Full / Automatic

Do you have access to a vehicle:-

Yes / No

Please give details of any endorsements/disqualification?

NB If you are applying for a post which involves working with service users, you will be required to undergo police checks (Enhanced Disclosure) with the Criminal Records Bureau to ensure your suitability for the post you have applied for. Therefore, confirmation of your appointment will be subject to receipt of a satisfactory Disclosure.

Signature

I understand that giving false information may lead to disciplinary action including dismissal.

Signed _____ Date _____

Are there any dates, which you would not be available for interview e.g. holidays?

For Office Use Only Short listed Yes / No (if no give reason)	Interviewed Yes/No (if no give reason)	Appointed Yes/No If no give reason)	Comments
Initials	Initials	Initials	

A= Not met essential criteria B= Not met desirable criteria C= Other (please specify)