**APPLICATION FORM**

 **Please complete fully and in CAPITALS**

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Date of Birth |  |
| Landline / Mobile Number |  |
| Email Address |  |
| National Insurance Number |  |
| Previous Address(If current address less than 5 years) |  |
| GP Name and Address |  |
| Current Driving Licence | Full / provisional Own transport yes / no auto/manualAny Endorsements/ convictionsDriving Licence number  |
| Next of Kin name and address |  |
| Telephone Number |  |
| Position applied for |
| Contract type and hours Regular Bank |
| **EDUCATION** |
| School / College / University | GCSE’s / A-Levels / Diplomas / Degrees |
| Additional courses Professional updates |  |
| **EMPLOYMENT HISTORY** |
| Name and address of employer |  |
| Job Title |  |
| Dates employed |  |
| Reason for leaving |  |
|  |  |
| Name and address of employer |  |
| Job Title |  |
| Dates employed |  |
| Reason for leaving |  |
|  |  |
| Name and address of employer |  |
| Job Title |  |
| Dates employed |  |
| Reason for leaving |  |
|  |  |
| Please note reasons for any gaps in employment over the last 10 years.Continue overleaf if needed. |  |
| **REFEREES – 2 previous employers and 1 character reference** |
| **Name** |  |
| Address |  |
| Telephone number |  |
| E-Mail |  |
|  |  |
| **Name** |  |
| Address |  |
| Telephone number |  |
| E-Mail |  |
|  |  |
| **Name** |  |
| Address |  |
| Telephone number |  |
| E-Mail |  |

|  |
| --- |
| **CRIMINAL RECORD – please declare any criminal convictions, whether spent or not.** |
|  |
| **Signature and Declaration – Important – Please read before Signing** |
| I declare that to the best of my knowledge and belief the information given by me in this application is true and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information provided by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated.I understand that I may not be offered a post until a satisfactory response has been received with respect to my DBS Register status and two satisfactory references.I understand that until these responses are confirmed I will be supervised at all times at work and not have unsupervised access to vulnerable clients.By my signature, I authorise Exclusive Therapies Limited to request a DBS register check and a criminal record check and I understand I must inform my employer immediately if my criminal record changes at any time.SIGNED NAME DATE |