



SILVERBURN CARE

Job Application Form

You must complete all parts of the application form.

Please write or type your application in black ink. Read the application form before attempting to complete it.

Please return your completed application form to:

Silverburn Care, 3 Netherplace Road, Glasgow, G53 5AG

For further information call 0141 882 3323 or visit www.silverburncare.co.uk

Personal details (please complete all sections)

Mr	Miss	Mrs	Ms	(please tick)
Surname		First names (in full)		
Address		Previous address (if at current address less than five years)		
Postcode		Length of time at current address		
Home tel		Mobile tel		
E-mail address				
National insurance number		Drivers licence		Yes <input type="checkbox"/> No <input type="checkbox"/>
Give details of Work Permits, Visas, Leave to Remain etc that allow you to work legally in the UK – include expiry dates				

The job you are applying for (please complete all sections)

Position				
Name of home or area you would like to work				
Preferred shift (please tick)	Days	Nights	Evenings	Tunic or polo shirt size
	Full-time	Part-time		
How did you hear about the vacancy (please tick)	Press advert	<input type="checkbox"/>	Online advert	<input type="checkbox"/>
	Leaflet	<input type="checkbox"/>	Banner	<input type="checkbox"/>
	Our website	<input type="checkbox"/>	Friend	<input type="checkbox"/>
	Poster in local area	<input type="checkbox"/>	Job centre	<input type="checkbox"/>
	Other	<input type="checkbox"/>	Preferred name (for badge)	
Source code from advert/name of friend who recommended you (if applicable)				



Education and training (please complete all sections)

Please tick the qualifications that you have:

SVQ Level 2 in Care RMN or RGN (please specify)
SVQ Level 3 in Care SVQ in Cleaning / Support Services
SVQ Level 4 in Care Food Hygiene Certificate

Please list any other qualifications that are relevant to the job you are applying for	
Please give us details of any professional bodies that you are a member of	
If you are a nurse please also let us have your PIN number and expiry date	

Employment history (please go back at least five years and complete all sections)

Current/most recent employer	From	To	Position held	Notice period	Reason for leaving
Previous employer	From	To	Position held		Reason for leaving
					Reason for leaving
Previous employer	From	To	Position held		Reason for leaving

If you require further space please use the additional information section at the end of this form

Additional employment information

If you have not been in employment over the past five years please provide a brief summary of your activities over this period	
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About you (please complete all sections)

Why are you applying for this job?	
What skills and/or special experience do you have that make you suitable for this role?	
What are your strengths?	

Further information (please complete all sections)

Are you facing any criminal prosecutions?	No	Yes (give details)
Do you have any spent/unspent convictions, cautions or reprimands under the Rehabilitation of Offenders Act 1974?	No	Yes (give details)
Have you been dismissed from any employment	No	Yes (give details)
Have you ever been or are you currently going through any investigation or disciplinary action?	No	Yes (give details)
What period of sickness and/or unauthorised absence have you had in the last two years?		

References (please complete all sections, unfortunately we cannot accept your relative as a referee)

Most recent employer (please include referees name, position and company address)	Telephone	E-mail	Fax
Previous employer (please include referees name, position and company address)	Telephone	E-mail	Fax

Additional information (please use this space for any further information you would like to share):-

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that an offer of employment is subject to satisfactory references and PVG / Enhanced disclosure checks, and I authorise Silverburn Care to obtain references to support this application once an offer of employment has been made and accepted.

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the Data Protection Act 1998. I also give my consent for my personal information being retained and used to process my application for employment.

Signed

Date

Print name

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