

## EMPLOYMENT APPLICATION FORM

(PLEASE ENSURE YOU COMPLETE ALL SECTIONS - HANDWRITTEN ONLY – BLACK PEN)

<b>Position applying for:</b>
<b>Type of contract requesting:</b>
<b>How did you find out about the position you are applying for?</b>

<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Bank	<input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Twilights <input type="checkbox"/> All The Above
<input type="checkbox"/> The Oakleaf Group Website <input type="checkbox"/> Newspaper Job Advert <input type="checkbox"/> Word of Mouth Recommendation <input type="checkbox"/> Career Fair/Conference	<input type="checkbox"/> Job Flyer <input type="checkbox"/> Staff Referral <input type="checkbox"/> Online Job Site <input type="checkbox"/> Radio Advert

### Personal Details

<b>Full Name:</b>
<b>Address:</b>
<b>Post Code:</b>
<b>Telephone Numbers:</b>
<b>Are you over 18 years of age?</b>
<b>National Insurance Number:</b>
<b>E-Mail Address:</b>
<b>Do you hold a UK Driving Licence?</b>

<b>Home:</b>
<b>Mobile:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No

## Employment History

(PLEASE START WITH THE MOST RECENT FIRST AND YOU MUST INCLUDE ALL AGENCY WORK)

In line with regulations you **MUST** provide your full employment history and provide details of any unemployed/voluntary periods.

Employer	Job Title and Responsibilities	From - To	Reason for Leaving

(Please continue on a separate sheet if necessary)

### Education History

School/College/University	Qualifications Achieved	Date Passed

### Relevant Training Courses/Higher Education

Course Title	Course Delivered By	Date Passed

### Professional Registration

Nursing Registration	Registration Pin Number	Expiry Date

### Other Professional Registration

Professional Registration	Registration Number	Expiry Date

## References

You must provide the names and state the profession of TWO referees, one of which ***MUST*** be your present employer (***PLEASE NOTE THAT EMPLOYMENT WITH THE OAKLEAF GROUP WILL NOT COMMENCE UNTIL REFERENCES ARE RECEIVED***).

1)

<b>Name:</b>
<b>Job Title:</b>
<b>Organisation:</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Contact Telephone Number:</b>
<b>E-Mail Address:</b>


2)

<b>Name:</b>
<b>Job Title:</b>
<b>Organisation:</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Contact Telephone Number:</b>
<b>E-Mail Address:</b>


Please tick if you ***DO NOT*** wish us to contact referee(s) prior to interview: 1  2

Please provide additional information which supports your application for this position (please continue on a separate sheet if necessary).

All positions applied for are subject to satisfactory Disclosure & Barring Service (DBS) and Safeguarding of Vulnerable Adults (SOVA) clearance. All information provided below will be treated with the strictest confidence.

**Have you ever been cautioned by the Police?**

Yes       No  
**If yes, please give details:**

**Have you ever been convicted of a criminal offence?**

Yes       No  
**If yes, please give details:**

**Do you hold a current British Passport?**

Yes       No

**Do you hold a current Visa/Permit enabling you to work/Study in the UK?**

Yes       No  
**If Yes, please give details:**

Are you related to any currently employed staff at The Oakleaf Group?

Yes       No  
If yes, please give details:

Do you have any friends who currently work at The Oakleaf Group?

Yes       No  
If yes, please give details:

To your knowledge are you related or familiar with any of the current residents within The Oakleaf Group?

Yes       No  
If yes, please give details:

What notice period are you required to give your current employer?  
 1 Month       1 Week       Other (please give details):

**Declaration of Health**

How many days off work have you taken due to sickness/health problems in the last 12 months?

Number of days absent:
Reason for absence(s):

I certify that to the best of my knowledge all the information I have given is correct. I understand that deliberately giving false, misleading or incomplete answers would disqualify me from consideration or in the event of my appointment, make be liable to dismissal without notice.

Signed: ..... Date: .....

THE OAKLEAF GROUP IS AN EQUAL OPPORTUNITIES EMPLOYER

**Please send all completed application forms to:**

Kathryn Wright  
Payroll & Recruitment Manager  
The Oakleaf Group  
Hilltop House  
Ashton Road  
Hartwell  
Northamptonshire  
NN7 2EY