PJ CARE
APPLICATION FORM

Please select company: PJ Care Ltd ☐ PJ Care Developments Ltd ☐ Badby Park Ltd ☐

Please complete in BLOCK CAPITALS and return to:

1 Sherwood Place, 153 Sherwood Drive
Bletchley
Milton Keynes
MK3 6RT

POSITION APPLIED FOR_____ Ref No._____

Where did you hear about the vacancy?_____

All information given will be treated in the strictest confidence and not used for any other purpose.

PLEASE RETURN WITH A COVERING LETTER AND A COPY OF YOUR CURRENT CV

PERSONAL INFORMATION

Surname_____ Forename_____

Title (Mr/Mrs/Ms etc)_____ Nationality_____

Present Address_____

_____

_____ Post Code_____

Permanent Address (if different)_____

_____

_____ Post Code_____

Telephone Number (Home)_____ (Mobile)_____

If you have a disability are there any arrangements which we can make for you if you are called to interview?

If YES, please specify_____

_____

Are you permitted to work in the United Kingdom? YES/NO*

Do you hold a valid UK Driving Licence? YES/NO* Do you have transport? YES/NO*

Details of all planned holiday commitments_____

PJ Care Ltd operate a no smoking policy

*Delete as appropriate

(This section to be completed by Registered Nurses only)

PIN Number_____ Expiry Date_____

Under which part(s) of the NMC Register are you entered?_____

Please give details of any past or current professional disciplinary action_____

_____

_____

CURRENT EMPLOYMENT (or most recent)

Name and address of present/last employer_____

_____

Employment dates – from_____to_____

Position held_____

Present/last salary_____Notice Period_____

Reason for leaving_____

Description of main duties and responsibilities_____

_____

_____

_____

_____

_____

_____

PREVIOUS EMPLOYMENT (if any)

Please give details of last 5 years employment beginning with the most recent

Dates To and From	Name and address of Employer	Position held	Reason for Leaving

EDUCATION Examinations taken or to be taken	Grade

Please give brief reasons why you wish to be considered for the position.
Please includes details of experience gained in any previous paid employment as well as any relevant voluntary community based activities, leisure interests and training.

CONVICTIONS (A copy of the Policy Statement on the Recruitment of Ex-offenders is enclosed with this Application Form)

Because of the nature of the work for which you are applying, this post is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order to the Rehabilitation of Offenders Act 1974

It is the request for an applicant to reveal their full criminal history (including spent convictions) due to the nature of the position that they are applying for and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Company. Any information given will be completely confidential and will be considered only in relation to an application to which the order applies. An Enhanced Criminal Records and POVA check will be carried out on all successful applicants. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

Details of any convictions_____

_____

_____

REFERENCES

Please provide names, addresses and telephone numbers of two people who may be contacted to act as referees. One must be your current/most recent employer. The other should provide a character reference and must not be a member of your family. Referees will not be contacted until a job offer is made.

EMPLOYMENT	**CHARACTER**
Full Name_____	Full Name_____
Capacity in which known_____	Capacity in which known_____
Address_____	Address_____
_____	_____
_____	_____
_____	_____
Post Code_____	Post Code_____
Telephone_____	Telephone_____

I confirm that all of the information given on the above form is correct, and I understand that any offer of employment will be subject to: two satisfactory references; satisfactory medical questionnaire/report; and satisfactory completion of Criminal Records Bureau and Protection of Vulnerable Adults checks.

Signature_____Date_____

EQUAL OPPORTUNITIES

It is the Company's policy to employ the best personnel and to provide equal opportunities for the advancement of employees, including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, marital status, disability, age, religion or belief

OFFICIAL DOCUMENTS

Any documents presented in support of your application for employment may be passed to the relevant authorities for verification checks.