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| --- |
| **For Office Use Only**  Date Rec’d………………………………….  Short Listed YES/NO  Date of Interview………………………..  Appointed YES/NO |



**THIS APPLICATION FORM SHOULD BE** **COMPLETED IN FULL**

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| **Post Applied for –**  **Full Time/Part Time -** |

1. **Personal Details**

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| --- | --- | --- |
| **Full Name:** | | **National Insurance Number:**  **Date of Birth:** |
| **Address:**      **Post Code:** | | |
| **Telephone Number(s):** | | |
| **Email Address:** | | |
| **Have you a current Motor Vehicle Licence? YES/NO**  **Do you have a D1 category on your licence? YES/NO**  **Do you own your own vehicle? YES/NO** | **Do you have any endorsement on YES/NO**  **your licence?**  **If yes please provide details:** | |

1. **Current Employer**

|  |  |
| --- | --- |
| **Name and Full Address:**  **Start Date:** | **Job Title:**  **Current Salary:**  **Notice Required:** |
| **Please provide details of your current duties:** | |

1. **Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name and Address:** | **Position Held and Salary:** | **Dates To and From:** | **Reason for Leaving:** |
| **Please provide full details for any gaps in your employment i.e study, unemployed, sick etc** | | | |

1. **Education**

|  |  |  |
| --- | --- | --- |
| **School/College/University and any relevant training relating to this post** | **Dates To and From** | **Qualifications Achieved**  **(eg GCSE, A Level, NVQ etc)** |

1. **Relevant Experience**

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| --- |
| **Please provide details of any relevant experience in your support of this application, this may include paid/unpaid employment, volunteer work.** |

1. **References (one must be your most recent employer)**

|  |  |
| --- | --- |
| **May we contact your referees prior to the interview? YES/NO** | |
| **Company Name and Address:**  **Referee Name:**  **Position Held:**  **Email:**  **Telephone Number:** | **Company Name and Address:**  **Referee Name:**  **Position Held:**  **Email:**  **Telephone Number:** |

1. **Criminal Record Check**

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| --- |
| **Successful applicants who are offered employment with LG Caring Ltd will be subject to a criminal record check from the Criminal Records Bureau, before the appointment is confirmed. This will be an Enhanced Disclosure, which will include details of cautions, reprimands, final warnings as well as convictions.**  **Have you ever been convicted of any criminal offence? YES/NO** |

1. **Declaration**

|  |
| --- |
| **I declare that the particulars contained in this form are true to the best of my knowledge.**  **Signature…………………………………………………………………………………….Date………………………………………………….** |

**Please return completed application forms in person or post to:**

**LG Caring Ltd – FAO Toni Boland**

**3.9 Holmfield Mill**

**Holdsworth Road**

**Halifax HX3 6SN**