



## EMPLOYMENT APPLICATION FORM

### IMPORTANT

Please complete this form in **BLACK** ink or **TYPE**. Completion of every section on this form is required for an applicant to be considered; you may however attach a 'CV' in support of the application.

**Brookfields PNH Ltd** operates an equal opportunity policy to ensure that all people who apply for posts receive equal treatment in employment regardless of their age, sex, marital status, disability, sexual orientation, race, creed and colour, ethnic or national origin.

Please understand that this application for employment will be given every consideration, but its receipt does not constitute a contract of employment, nor does it imply that you will be offered a post.

### NOTES TO APPLICANTS

Data Protection – This application will be used for management and administration purposes. By providing any information on this form you give your consent to allow this information to be processed.

**As this post is classed as having substantial access to vulnerable elderly persons, any offer of appointment will be subject to a police CRB check of any previous convictions and receipt of two satisfactory references.**

### VACANCY APPLIED FOR:

Have you applied to work for Brookfields before?

**YES**

**NO**

Do you have relatives or friends working or residing at Brookfields?

**YES**

**NO**

If **YES**, please give their name(s)

### Applicant's availability for shift-work

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Hours you are available to work:	Time from:						
	Time to:						
Total hours required (per week)							

### 1. PERSONAL DETAILS

Title	First Name(s)	Surname:
Marital Status		
Maiden Name	Previous Married Name	
Address		
Postcode		
Home Tel No.	Mobile No.	Work No.
<b>NB:</b> Calls to work numbers will be made discreetly and only made if permission is given by yourself		<b>Please tick if you agree :</b>
Email address:		



2. EDUCATION & TRAINING				
Establishment Attended (Name / City / Country)	Course Attended	FT/PT	Qualification Obtained <i>(with grades where applicable)</i>	Date(s) Qualification Obtained

RGN / RMN DETAILS:			
Name & Address of Training Facility		RGN PIN No.	
Training Start / End Dates		Reg. Date	

Hobbies & Interests:

3. PRESENT EMPLOYER (Please state if unemployed)			
Employers Name			
Employers Address			
Postcode			
Job Held			
<i>Brief Description of duties including responsibilities and achievements:</i>			
Date employed from:		Date employed to:	
Current Salary:	£	Notice Required:	



**4. EMPLOYMENT HISTORY**

Give details of previous employment including details of dates and brief description of duties, starting with most recent employment.

Employers Name & Address Details	Dates From - To	Job Held & brief description of duties	Reason for leaving

NB. Please use a separate sheet or the reverse of this sheet, if you need additional space.

**5. SUPPORTING STATEMENT**

Please give details of previous experience and any other information that you consider relevant to the post as described on the job description/person specification. *(Use continuation sheet or reverse of the sheet - if necessary)*



6. REFERENCES											
Please nominate two referees. One of your referees <b>MUST</b> be a Line Manager from your current or most recent employment (if unemployed), only where candidates have not previously been in employment will two character references suffice.											
<b>Referee 1:</b>					<b>Referee 2:</b>						
Name:					Name:						
Post Held:					Post Held:						
Co Name					Co Name or Relationship to Referee (if						
Company Address:					Company or Personal Address:						
Tel No:					Tel No:						
If chosen for interview do you object to your referees being contacted before an offer of employment is made?											
<b>Referee 1:</b>		Yes		No		<b>Referee 2:</b>		Yes		No	

8. ADDITIONAL INFORMATION					
Do you Speak English?		<b>YES</b>		<b>NO</b>	
Do you Speak any other Languages?		<b>YES</b>		<b>NO</b>	
If YES, please list languages:					

9. ELIGIBILITY CHECKS					
Are you currently eligible for employment in the UK?		<b>YES</b>		<b>NO</b>	
Have you ever been convicted of a criminal offence?		<b>YES</b>		<b>NO</b>	
Please note that, because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. <b>You are therefore not entitled to withhold any information about convictions.</b> Any information given will be kept in strict confidence.					
If Yes, give detail of conviction					
Do you give consent for Criminal Background Check in the event of being offered employment?		<b>YES</b>		<b>NO</b>	
Please state below what documentation you can provide in order to demonstrate this. (e.g. British/EEA Passport/ National Identity Card/a full Birth Certificate issued in the UK which includes the names of at least one of the holder's parents or Adoption Certificate plus official documentation stating National Insurance number, Work Permit indicating residence/ /Immigration status and official documentation confirming National Insurance Number):					
<b>List Documentation:</b>					
<b>The following Information is required to process a CRB Check:</b>					
UK National Insurance No.					
Date of Birth					



**10. STATEMENT**

To the best of my knowledge and belief the information contained in this form is accurate and complete. I understand that any false declaration, misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to receipt of satisfactory references and subject to a probationary period.

NB. **Brookfields PNH Ltd** will take reasonable steps to verify the accuracy of the details you have provided.

Signature		Date	
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Please email your completed form to: [admin@wearbrookfields.com](mailto:admin@wearbrookfields.com)

Human Resources Dept., **Brookfields PNH Ltd**, 488 Burton Road, Derby, DE23 6AL