

## Application For Employment

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**Post Applied for:**

Completed forms should be returned to:

By Email: [care@williamsimpsons.org.uk](mailto:care@williamsimpsons.org.uk)

By Post: **Recruitment, William Simpsons, Main Street, Old Plean, Stirling, FK7 8BQ**

**Important Notice, please read:**

This home is committed to providing equality of opportunity in all applicants. We welcome all applications from people who feel they are able to carry out the required duties regardless of previous experience, in accordance with the Equality Act 2010.

Successful applicants will be asked to provide an appropriate Disclosure Scotland Certificate, detailing all criminal convictions against your name, as supplied on application from Disclosure Scotland.

In addition, the manager will request information from the Protection Of Vulnerable Groups Scheme (PVG) to confirm that your name is not included on a list of people who are not considered suitable to work with vulnerable adults.

Disclosure information will not be used for any other purpose than in connection with this application and a criminal record will not necessarily be a bar to employment.

No offer of employment will be withdrawn without discussion with the applicant.

### About You:

First Name:		Surname:	
Home address:		Date of Birth:	
Postcode:			
Home Tel:	Work Tel:	Mob:	
Email:		Can we ring you at work? YES / NO	
Are you related to anyone who works here now or in the past? YES / NO			
If "Yes", please give details:			
Have you worked within William Simpson in the capacity of an Agency Carer / Senior Carer / Nurse within the last six months?			
Yes / NO - If yes please date roughly when your last shift was and with which Agency:			

## Application For Employment

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<b>About Your Education:</b>		
Tell us about your education and the schools that you attended from the age of 13		
Name of School or College	Dates from And To	Exams passed, results or qualifications including grades

<b>About Work:</b>			
Employer	Job title and duties	Salary / wages	From When To When

## Application For Employment

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**Have you ever been dismissed from work? YES / NO**  
 If yes give brief details:

Please describe any voluntary work that you have done:

**References**

Please provide us with the names of two people who can provide us with a reference as to your suitability for this post. The first one should be your present (or most recent) employer. You should tell us if this is not the case. Neither of the references will be contacted prior to an offer of employment being made

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Work Tel:	Work Tel:
Other Tel:	Other Tel:
Is this your current employer? YES - NO	Is this your current employer? YES - NO
Are they related to you? YES - NO	Are they related to you? YES - NO

## Application For Employment

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### How is your Health?

**Regulation 9, The Regulation of Care (Requirements as to Care Services)(Scotland) Regulations requires that all employees who work in care homes are both physically and mentally fit to undertake their duties.**

Please answer the following questions:

1. How many days were you absent from work due to sickness in the last year?	No. of Days: .....
2. Have you ever suffered from: Allergies, eczema, dermatitis or other skin troubles?	YES / NO
3. Do you suffer from: Epilepsy, migraine, asthma, angina, heart trouble or any condition requiring long-term medical help or an ongoing programme of medication	YES / NO
4. Have you ever suffered from: Mental illness including anxiety, stress, depression or nervous debility?	YES / NO
5. Have you ever required treatment for: Hernia or rupture, rheumatism, back problems, slipped disc, sciatica or Repetitive Strain Injury (RSI)?	YES / NO
6. Do you suffer from: Diabetes, ulcers, stomach or other intestinal disorders?	YES / NO

If you have answered yes to any of the health questions on the previous page, please provide further details below.

**Declaration:**

I confirm that I know of no reason, in relation to my physical and /or mental health why I would not be able to undertake the duties required for the post applied for.

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

## Application For Employment

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### Tell Us More

Please use this space to tell us more about yourself and to add information that you feel is important in your application. Tell us more about any additional skills you have, hobbies, interests and achievements. Please continue on a separate sheet if you wish.

Do you hold a current driving licence? Yes / No

**I certify that I certify that the information given in this application is true and accurate to the best of my knowledge. I also understand that if I am appointed and information is subsequently found to be false, I might be dismissed.**

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

**\*\*Important\*\***

**Please make sure that you have signed and dated the Medical Health Questionnaire Form Above.**

**Data Protection Information**

The information which you have supplied on this form will be processed and may be held on computer, and will be held on your personal records file if you are appointed.

The information will also be used for equality monitoring and statistical purposes. By signing this application, you will be deemed to have given your consent to this, including information which may be considered to be sensitive and personal.