

Thank you for your interest in joining Tailored Care Services. Please complete every section of this form in full – we are unable to accept CVs in place of an application form. You can type directly into this PDF, or print it and complete it in black ink and block capitals. This form will be kept in confidence.

No applicant will be unfairly discriminated against. This includes discrimination on account of age, cultural/religious/political beliefs, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship.

If you have any special requirements to help you complete this form (e.g. large print or additional time), please contact our Head Office on 01924 209364.

Position

Position applied for	
Preferred employment type (e.g. part time, full time)	

Personal Details

Surname		First name(s)	
Current address			
Postcode		Email address	
Telephone (home)		Telephone (mobile)	
Do you have your own transport?		☐ Yes	☐ No
If yes, how long have you held a full driving licence?			
National Insurance number			

Right to Work in the UK

Do you currently have the right to work in the UK?	☐ Yes	☐ No
Will you now or in the future require visa sponsorship to work in the UK?	☐ Yes	☐ No
If applicable, current visa type and expiry date (you will be asked for your share code or documents at interview)		

All successful applicants must provide proof of their right to work before starting employment, in line with Home Office requirements.

Are you related to a member of staff or a person who uses our services at Tailored Care Services Ltd?	☐ Yes	☐ No
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Equality Act 2010

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to carry out normal day-to-day activities. Further information: www.gov.uk/definition-of-disability-under-equality-act-2010

For this application and the interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments?	☐ Yes	☐ No	☐ Prefer not to say
If yes, please give details			

Education

School / College / University	Examinations passed, qualifications gained & year (All qualifications will be subject to a satisfactory check)

Training Courses Attended or Completing

Subject (evidence of attendance required)	Location / details	Date

Employment History

Please give details of your full employment history, starting with your current or most recent employer. Continue on a separate sheet if needed and sign each extra sheet.

CURRENT OR MOST RECENT EMPLOYER

Employer name and address	
Start date and end date	
Nature of business	
Position held and reason for leaving	
Salary / rate	

PREVIOUS EMPLOYER

Employer name and address	
Start date and end date	
Nature of business	
Position held and reason for leaving	
Salary / rate	

PREVIOUS EMPLOYER

Employer name and address	
Start date and end date	
Nature of business	
Position held and reason for leaving	
Salary / rate	

PREVIOUS EMPLOYER

Employer name and address	
Start date and end date	
Nature of business	
Position held and reason for leaving	
Salary / rate	

Gaps in Employment

Please give details of any gaps in your employment history and the reasons for them.

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Supporting Statement

Please tell us why you are applying. Use the job description and person specification to guide you. Describe the strengths and qualities that set you apart, including skills gained from work, home and other activities.

Referees

You must provide references from your two most recent employers. If you cannot obtain two professional references (for example, if you have been raising children), please provide a character reference. All referees will be contacted, so please let them know you have given their details. If you are unable to provide the required references, please speak to us.

CURRENT OR MOST RECENT EMPLOYER

Name			
Address			
Postcode		Telephone	
Email		Job title	

PREVIOUS EMPLOYER

Name			
Address			
Postcode		Telephone	
Email		Job title	

CHARACTER REFERENCE

Name			
Address			
Postcode		Telephone	
Email		Relationship to you	

Safeguarding – Ex-Offenders Declaration

This section will only be seen by those involved in the recruitment process and will be treated in the strictest confidence.

Rehabilitation of Offenders Act 1974

Tailored Care Services Ltd aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender reassignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. We undertake not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

Answering 'yes' to the questions below will not necessarily prevent your employment. This will depend on the relevance of the information you provide to the nature of the position and the particular circumstances.

Are you currently bound over, or do you have any current UNSPENT convictions issued by a Court or Court-Martial in the United Kingdom or any other country?	☐ Yes	☐ No
Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or any other country?	☐ Yes	☐ No

Privacy

Tailored Care Services Ltd will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to Tailored Care Services Ltd holding the information contained within it. If you are shortlisted, your data will also include shortlisting scores and interview records.

We would like to keep this data until the vacancy is filled – we consider this period over when a candidate accepts our job offer for the position. After that, we will either delete your data or let you know that we would like to keep it for future roles. Our privacy policy is available on request.

Your data will be stored securely and used only for recruiting to this vacancy. You have the right to access, rectify or erase your data, to restrict processing, to withdraw consent and to be kept informed about how your data is processed. To discuss this or withdraw your consent at any time, please contact our Head Office on 01924 209364 or info@tailoredcareservicesltd.co.uk.

Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in this application form will be grounds for rejecting this application or for dismissal if employed by Tailored Care Services Ltd. Where applicable, I consent to Tailored Care Services Ltd seeking clarification of my professional registration details.

Name		Date	
Signature			

Returning your application

Email your completed form to info@tailoredcareservicesltd.co.uk, or post / hand it in to:

Tailored Care Services Ltd, 175 Doncaster Road, Wakefield WF1 5EZ

Questions? Call our Head Office on 01924 209364.

Thank you for your interest in joining our team.