

## Application Form

Please complete the form in **black ink**. All sections of the application form must be completed.

Position applied for ..... Full Time/Part Time/ Bank

### PERSONAL DETAILS

Title	Mr / Mrs / Miss / Ms
Surname	
First name(s)	
Home address	
Home telephone number	
Mobile telephone number	
Email address	
Date of birth	
National insurance number	
Current driving licence	<b>Yes / No</b> <b>Manual/Automatic</b> <b>Endorsements Yes/No</b> <i>Details of any endorsements and dates:</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Are you related to any current or former Promising Futures employee or people supported by Promising Futures?

If Yes: Please give name

and relationship

Have you been employed by us before? Yes  No

Have you ever applied to us before? Yes  No

If Yes, please give details of dates, position and where you worked.

Do you meet current Home Office Right to Work in the U.K. criteria? Yes  No   
 If No, please explain

Are there any current immigration restrictions within this? Yes  No  N/A

If **Yes** please give details

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**EDUCATION AND QUALIFICATIONS**

**SECONDARY EDUCATION**

<i>Dates</i>	<i>Name of school</i>	<i>Qualifications gained</i>	<i>Grade</i>	<i>Date</i>
From:				
To:				

**FURTHER EDUCATION**

<i>Dates</i>	<i>Name of college / university</i>	<i>Qualifications gained</i>	<i>Grade</i>	<i>Date</i>
From:				
To:				

**EMPLOYMENT HISTORY**

**PRESENT / MOST RECENT EMPLOYMENT**

<i>FULL Name and address</i>	<i>Position held</i>	<i>Dates/Month/Year</i>		<i>Reason for leaving</i>
		<i>From</i>	<i>To</i>	

**PREVIOUS EMPLOYMENT** (most recent first)

**Please list all posts previously held and explain fully any gaps in employment.**

<i>Full Name and address</i>	<i>Position held</i>	<i>Dates/Month/Year</i>		<i>Reason for leaving</i>
1.		From	To	
2.		From	To	
3.		From	To	
4.		From	To	
5.		From	To	

**Use separate sheet if necessary**

**SUPPORTING INFORMATION**

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*Please use this section to provide further information in support of your application. You should include; reason for applying, relevant training &, experience, and personal interests. Continue on separate sheets if necessary.*

**REFERENCES**

Please give the names and addresses of two referees, **one of whom must be your present or most recent employer.**

**REFEREE 1 – CURRENT / MOST RECENT EMPLOYER**

<b>Full Name</b>	
<b>Full Address</b>	
<b>Occupation</b>	
<b>Telephone No/ Email address</b>	

**REFEREE 2**

<b>Full Name</b>	
<b>Full Address</b>	
<b>Occupation</b>	
<b>Telephone No/ Email address</b>	

**REHABILITATION OF OFFENDERS ACT 1974**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. Therefore you must give details of any cautions or convictions, spent or unspent. A CRB enhanced disclosure will be sought prior to employment commencing.

**This section must be completed.**

Please add any cautions or convictions, spent or unspent. If None, please write 'None'.

If you need any help completing this application form, require it in another format, or have any questions about working with Standwalk, you can contact us by using the following methods:

**Telephone:** 0161 256 3519  
**Email:** [admin@promisingfutures.care](mailto:admin@promisingfutures.care)  
**Website:** [www.promisingfutures.com](http://www.promisingfutures.com)

How did you hear of this position?

Internet Advert

Promising Futures Website

Current Promising Futures Staff  If Yes: Please give name

*I confirm that the information provided is true and accurate. I understand that giving false information which results in an offer of employment may subsequently be withdrawn, result in disciplinary action or dismissal.*

*Signature of applicant*

*Date*

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**Recruitment Monitoring**

***Promising Futures requires all its managers and employees to apply its Diversity Policy and not to discriminate against anyone because of nationality, sex, race, colour, ethnic or national origin, culture, age, religion, sexual orientation, marital status or disability.***

***To monitor the application of our Diversity Policy, we need to gather information about the people who are applying for employment with us. We would like to ask you to complete this simple questionnaire.***

***This form will be detached from your application prior to shortlisting. All information on this form will be treated as confidential and will be used for statistical monitoring only.***

***Please tick the appropriate boxes, expanding on the information where necessary.***

**Name**

***I am Male  Female***

***Under the category of disability within the Equality Act 2010, do you consider yourself to have a disability or impairment? Yes  No***

**EQUAL OPPORTUNITIES MONITORING FORM**

*We strive to be an equal opportunity employer and will select staff on merit, irrespective of race, gender, disability etc. The information provided on this form will be confidential and used for monitoring purposes only.*

**Post applied for** .....

**Date of application** .....

**RACIAL / ETHNIC ORIGIN**

*I would describe my racial / ethnic origin as –*

White

Black – Caribbean

Black – African

Black – Other (please specify)

.....

Indian

Pakistani

Bangladeshi

Chinese

Other (please specify)

.....

*Signature of applicant*

*Date*

**HEALTH QUESTIONNAIRE**

We are required by The Domiciliary Care Regulations 2002 to ensure that candidates are physically and mentally fit for the purposes of the post for which they are applying. Information will be treated in confidence.

DO YOU HAVE NOW OR HAVE YOU EVER HAD -

	<b>YES / NO</b>	<b>IF YES, PLEASE GIVE DETAILS</b>
<i>Dermatitis or skin trouble of any kind e.g. eczema</i>		
<i>Stomach, problems</i>		
<i>Depression or other mental illness</i>		
<i>Chest problems, bronchitis, TB or asthma</i>		
<i>Rheumatic fever, heart trouble or diabetes</i>		
<i>Back problems or slipped disc</i>		
<i>Fits, fainting attacks or epilepsy</i>		
<i>Headaches or migraine</i>		

	<b>YES / NO</b>	<b>IF YES, PLEASE GIVE DETAILS</b>
<i>Have you ever had a serious illness</i>		
<i>Have you ever had a serious accident, either at work or elsewhere</i>		
<i>Are you currently receiving medical treatment</i>		
<i>Do you attend hospital for any reason</i>		

*Signature of applicant*

*Date*



## **Application Information**

*If you are successful at interview, Promising Futures will progress your application further by starting reference checks.*

*Promising Futures reference checking policy is to obtain a minimum of two references to cover at least the last two years. Where applicable, references relating to any position which involved working with vulnerable adults or children will be sought. This will include obtaining the reason for leaving that employment, as required by the Care Quality Commission.*

*All offers of employment will be subject to receipt of references and an Enhanced Disclosure & Barring Services Disclosure, which are satisfactory to Promising futures.*

*Please send your completed application form to the following address: (or send by email)*

**Private & Confidential  
Promising Futures Ltd.  
Parkway Business Centre  
Parkway 5, Suite 5  
300 Princess Road  
Fallowfield  
Manchester  
M14 7HR  
[admin@promisingfutures.care](mailto:admin@promisingfutures.care)**

***Please do not send/hand this form into any of our services/houses***

*We are continually seeking to improve our recruitment procedures. If you have any comments regarding any aspect of our procedures please contact us at the above address.*

***Thank you for your interest in this post.***

## Employment Summary Terms

Please read the following statements. You are required to abide by these terms if you are successful, following the recruitment process and as such please read and sign to confirm **agreement** / **disagreement** and include **comments** where required.

Print Full Name:

Date:

<ul style="list-style-type: none"> <li>How many hours are you looking to work?  <b>18 hours / 24 hours / 36 hours / bank work?</b></li> </ul>	Comment		
<ul style="list-style-type: none"> <li>Are you looking for Days or Nights or either?</li> </ul>	Comment		
<ul style="list-style-type: none"> <li>The job involves <b>shift work</b>. Are you in agreement with shift work?  <b>07.45am to 14.15pm, 07.45am to 20.15pm, 10.00am -to 22.00pm, 14.00am to 20.00pm, 08am to 20.00pm, Sleep in shifts, 20.00pm to 08.00am (waking night). And Variations of the above for OUTREACH roles.</b></li> </ul>	Agree	Disagree	Comment
<ul style="list-style-type: none"> <li>I am completely flexible?  <b>Available to work when asked.</b></li> </ul>	Agree	Disagree	Comment
<ul style="list-style-type: none"> <li>I am not flexible?  <b>I have set days I can work.</b></li> </ul>	Agree	Disagree	Comment
<ul style="list-style-type: none"> <li>I understand that Staff employed, will work for Promising Futures Ltd. Promising Futures Ltd provide a variety of Care &amp; Support Services. Staff are not fixed at one service.</li> </ul>	Agree	Disagree	Comment
<ul style="list-style-type: none"> <li>Do you have any pre-booked holidays or work commitments?  <b>Specify dates in comments.</b></li> </ul>	Comment		
<ul style="list-style-type: none"> <li>As an employee, I agree that I must attend regular monthly staff meetings / supervisions which may or may not be held on days that I work.</li> </ul>	Agree	Disagree	Comment

<ul style="list-style-type: none"> <li>You are required to pay for the DBS at a cost of <b>£55 (CASH)</b> before recruitment checks can be completed by Promising Futures.</li> </ul>	Agree	Disagree	Comment
<ul style="list-style-type: none"> <li>A DBS is required to undertake this position. Do you have anything you wish to disclose which may show on a DBS?</li> </ul> <p><b>You must disclose.</b></p>	Comment		
<ul style="list-style-type: none"> <li>Are you eligible to work within the UK?</li> </ul>	Comment		
<ul style="list-style-type: none"> <li>Are you a driver?</li> </ul> <p><b>You must have a licence to state yes.</b></p>	Comment		
<ul style="list-style-type: none"> <li>Do you have a vehicle?</li> </ul>	Comment		

I agree that I have responded to the above statements / questions to the best of my knowledge and understand fully the terms of employment associated with this role prior to interview.

**Candidate:**

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

**Recruiting Manager:**

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