



Live Life Care

LIVE LIFE CARE LTD

JOB APPLICATION FORM

Please complete this job application accurately, using a black pen and block capitals, which make it easier for us to copy. Give as many details as possible of your skills and experience relating to the job you are applying for. Should you have any questions or queries please do not hesitate to contact us. Short listing of applicants will be based on the information you provide in this form and any accompanying documents.

Please ensure you return the completed and signed form, before the closing date, to the address shown at the end of the form.

1. Position Applied for		
Job Title:		
Department /Region:		
Job Reference Number:		
How did you hear of this job?		
2. Your Details		
Title:	Surname:	First Names:
Your Home Address:		
Post Code:		
Your Contact Information:		
Home phone number:		
Work phone number:		
Mobile phone number:		
Email address:		

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Do you hold a current driving licence?	
Is there anything concerning you e.g. medical history or state of health, that is relevant to your application? If you answer is <i>yes</i> then please state your health problem or disability on a separate sheet of paper.	
Are there any restrictions regarding your right to work in the UK? If yes please provide details on a separate sheet of paper.	
Please note it will be a condition prior to employment that evidence regarding eligibility to work in the UK is provided. This could include a birth certificate, P45, P60, National Insurance card, or endorsed passport.	
How much notice are you required to give your current employer?	
Do you have any criminal convictions?	
<p>This post is exempt from the Rehabilitation of Offenders Act and as such you are required to declare any previous convictions, cautions, bindovers or reprimand even if they are spent under the act. This would apply to juvenile offences as we are applying for an enhanced disclosure on your behalf. If you have answered 'yes' to the above question, details of the conviction will be required to be given and will be treated in the strictest confidence. Please be aware that your CRB check will show ANY conviction/caution/bindover/reprimand. Non-declaration of these could result in termination of employment or withdrawal of the job offer.</p> <p>Please tick this box to confirm that you have read and understand this statement. <input type="checkbox"/></p> <p>If you have stated yes please specify any convictions/warnings in the space below.</p> <p>Or please give details on a separate sheet of paper.</p>	

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3. Employment History

Please provide information of your employment history starting with your most recent or current job. Briefly give details of your main duties and responsibilities. If you wish to give more information than the space provides for then do this on a separate sheet of paper.

Employer 1:

Name:

Address:

Job Title:

From:

To:

Outline description of duties:

Reason for leaving or changing:

Employer 2:

Name:

Address:

Job Title:

From

To:

Outline description of duties:

Reason for leaving or changing:

Employer 3:

Name:

Address:

Job Title:

From:

To:

Outline description of duties:

Reason for leaving or changing:

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4. Employment References

Please give details of 2 referees. One must be from your last or current employer. We will only take up references for successful applicants. References from family and friends are not acceptable. Plus 1 character referee.

1st Reference:

Name:

Position:

Email:

Company:

Address:

Telephone Number:

2nd Reference:

Name:

Position:

Email:

Company:

Address:

Telephone Number:

5. Character Reference

Character Reference:

Name:

Address:

Telephone Number:

Email:

How known to you:

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6. Education

Please provide us with information about your education and qualifications that you feel are relevant to the job you are applying for, please start with the most recent.

Name of school, college, university or training provider:	Title of subject:	Qualification or level:	Date:

7. Training

Any other training you have attended that you feel is relevant to the job you are applying for.

Training:	Date:

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8. Experience and Skills

After considering the job requirements, please specify any skills or experience you may have necessary or relevant to the job being applied for. If you wish you can provide this information on a separate sheet of paper.

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9. Declaration

By signing and returning this application form you consent to the Company using and keeping the information you have provided and any information provided by a third party, such as references relating to this application. This information will be used in the recruitment process and will be kept for up to 1 year following an unsuccessful application. In the event of a successful application it may form part of your employment records.

Any information relating to equality such as gender, ethnic origin, and disability is used for monitoring purposes only and will in no way whatsoever form part of the application process.

The information I have supplied in this application form is accurate to the best of my knowledge.

Signed:

Date:

Please return the completed form to:

**Mr Stephen Eddy
Live Life Care Ltd
Agos Acres
Greenbottom
Truro
Cornwall
TR4 8GF**

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