

## Application Form

<p>Forename: _____ Title: _____</p> <p>Surname: _____</p> <p>Have you ever been known by another name? (If so, specify and include the date your name changed)</p> <p>Date of Birth: _____ Place of birth: _____</p> <p>Nationality: (Req'd in compliance with the employment agencies act)</p> <p>National Insurance No: _____</p> <p>Do you hold a full UK Driving Licence? Yes/No Detail any endorsements:</p> <p>Do you have regular use of a car? Yes/No</p>	<p>Permanent Address: _____</p> <p>Postcode: _____</p> <p>Home Telephone: _____</p> <p>Mobile: _____</p> <p>Email: _____</p> <p><u>Next of Kin</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone No: _____</p>
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<p><u>To be completed by non EC nationals only</u></p> <p>Date of entry into the UK: _____</p> <p>Do you require a work permit? Yes/No      If yes, state type and expiry date: _____</p>
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<p><u>Professional qualifications</u> (Includes Social work, Counselling, NVQ etc)</p>			
Qualification	Grade	Examination body	Date
<p><u>Training Undertaken</u> (Includes manual handling, first aid, food hygiene etc)</p>			
Courses taken	Date	Courses taken	Date

Education (including current studies)

Name of school college/university	Subject	Grade	Date

Employment history

(please provide full employment history most recent role first; you must include details of any gaps in employment)  
References – Completely Care will be taking up references covering a minimum of 2 years. One reference will normally be from your previous/current employer. College/university leavers should give the name of their lecturers/tutors/professors. Please note, friends and or relatives do not qualify as suitable referees.

Have you ever been the subject of complaint, dismissal or disciplinary proceedings? Yes  No

Date from:            to	Please outline the main duties of the role:
Company name:	
Contact name:	
Telephone no:	
Address:	
	Reason for leaving:

Date from:            to	Please outline the main duties of the role:
Company name:	
Contact name:	
Telephone no:	
Address:	
	Reason for leaving:

Date from:            to	Please outline the main duties of the role:
Company name:	
Contact name:	
Telephone no:	
Address:	
	Reason for leaving:

Employment history (continued)

Date from:            to Company name: Contact name: Telephone no: Address:	Please outline the main duties of the role:     Reason for leaving:
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Date from:            to Company name: Contact name: Telephone no: Address:	Please outline the main duties of the role:     Reason for leaving:
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Date from:            to Company name: Contact name: Telephone no: Address:	Please outline the main duties of the role:     Reason for leaving:
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Date from:            to Company name: Contact name: Telephone no: Address:	Please outline the main duties of the role:     Reason for leaving:
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## CRB Information request

Please circle below the documents you will be using for your CRB application.

You need 3 documents if one of them appears in category 1  
OR, you will need 5 documents from category 2

<u>Category 1</u>	A Valid Passport	A UK Driving Licence	Valid photo identity card (EU Countries only)	UK Firearms Licence	An Original BRITISH Birth Certificate (issued within 12 months of the date of birth)
<u>Category 2</u>	A BRITISH birth Certificate (older than 12 months from date of birth)	Marriage Certificate	Certificate of British Nationality	Valid Vehicle Registration Document	Valid NHS Card
	National Insurance Card	Exam Certificate	Connexions Card	P45/P60 certificate statement	Mortgage Statement
	Valid TV Licence	Valid Insurance Certificate	British Work Permit / VISA	Financial Statement (pension, endowment, etc)	Court Summons
	Child Benefit book	Council Tax Statement	Bank/Building Society Statement	Credit Card Statement	Store Card Statement
	Addressed Payslip	Utility Bills Such As gas, water, electricity, telephone	Mobile bill	Mail Order Catalogue Statement	Correspondence Documents from Benefits Agency, The Employment Service, Inland Revenue, Local Authority

Full address history for the last 5 years (Please use a continuation sheet if necessary)

Date From	Date Until	Address