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| **Application form for external applicants** | | | |
| Return this form to: | | | |
| Position applied for: | | | |
| **Personal details** | | | |
| Title: |  | | |
| Name: |  | | |
| Address: | | | |
| Email: |  | | |
| Telephone (landline): |  | | |
| Telephone (mobile): |  | | |
| ISA Registration number:  (If applicable) |  | | |
| National Insurance Number: |  | | |
| If offered employment we are required to check you ISA registration status before your employment is confirmed.  Do you consent to Sharob Care undertaking this check? | | Yes | No |
| Have you previously worked for, or previously applied for a position with Sharob Care | | Yes | No |
| If Yes, please provide details | | | |
| Do you hold a current driving licence? | | Yes | No |
| Details of any endorsements: | | | |
| Do you have a current right to work in the UK? | | Yes | No |
| If no, please provide details. | | | |

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| **Equal Opportunities Monitoring** |
| Sharob Care is committed to Equal Opportunities. Applicants are requested to tick the relevant boxes below to enable us to monitor our recruitment process. Monitoring is recommended by the Codes of Practice for the elimination of discrimination on the grounds of age, sex, sexual orientation, gender reassignment, marital status, nationality, ethnic origin, or disability. This information is used for no other purpose and will be treated as confidential. |
| **Gender**: Male Female Intersex Non-Binary Prefer not to say  If you identify using a different term, please specify: ………………………………….……………………………...  **Age**: 16-24 25-34 34-44 45-54 55-64  65+ Prefer not to say    **What is your ethnicity:**  Prefer not to say Mixed – White and Asian White – British  Asian/Asian British – Bangladeshi Mixed – White and Black African White – Other  Asian/Asian British – Indian Mixed – White and Black Caribbean White – Irish  Asian/Asian British – Pakistani Mixed – Other  Asian/Asian British – Other Arab  Black/Black British – African Chinese  Black/Black British – Caribbean Other ethnic group  Black/Black British – Other  If ‘Other’ please specify: …………………………………………………………  **Sexual Orientation:**  Heterosexual / Straight Gay Lesbian Bisexual Prefer not to say  If you identify using a different term, please specify: …………………………………………………….….……………………  **Religion or Belief:**  No Religion or Belief Buddhist Christian Hindu Jewish  Muslim Sikh Other Religion or Belief  If other Religion or Belief please specify: ………………………………………………………………….……………..  **Disability :**  Do you consider yourself to have a disability or health condition? Yes No Prefer not to say  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please specify here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. |

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| **Education -** Please provide your education history here: | | | | | | |
| Schools/Colleges/University | | | Qualification gained  Continue on separate sheet if required | | | |
| **Additional Learning & Development** | | | | | | |
| Please provide details of any further professional or technical learning & development you have undertaken | | | | | | |
| Professional Body or Organisation | | | Qualification | | | |
| **Professional and Technical Association Membership** | | | | | | |
| Please provide details of any membership you hold to professional or technical bodies, including grade of membership or other relevant details | | | | | | |
| Professional body or Organisation | | | Membership Number | | | |
| **Employment history – continued** | | | | | | |
| Dates From / To | Name and address of employer(s) | Job title and main duties | | | | Date of departure and reason for leaving |
|  |  |  | | | | Continue on separate sheet  if required |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | |
|  | | | | | | |
| How much Notice are you required to give your current employer? | | | | |  | |
| **Other Experience and Achievements including languages spoken** | | | | | | |
| Please provide details of any other relevant experience or achievements that may support your application including languages spoken and level of fluency | | | | | | |
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| **Rehabilitation of Offenders** | | | | | | |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.  Any offer of employment is conditional on receipt of satisfactory checks and references.  Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?  YES NO | | | | | | |
| If Yes, please provide details: | | | | | | |
| **Data Protection Statement** | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of Legitimate Interest to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located on our company website: www.sharobcare.co.uk | | | | | | |
| **Declaration** | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is conditional on the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period (in line with the operation of the Equality Act 2010). | | | | | | |
| **Signed:** | | | | **Date:** | | |
| **References** | | | | | | |
| Please provide two Employment referees, one of which must be your present or most recent employer, whom we may approach for references.  May we approach your existing employer before an offer of employment is made?  Yes No | | | | | | |
| Name:  Position:  Address:  Email:  Telephone: | | | Name:  Position:  Address:  Email:  Telephone: | | | |