

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)		
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.		
How much Notice are you required to give your current employer?		



Equality & Diversity Monitoring

Applicants are requested to tick the relevant boxes below to enable Sharob Care to monitor its Equality & Diversity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. 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 25-29 30-34 35-39 40-44
 45-45 50-54 55-59 60-64 65 +
 Prefer not to say

What is your ethnicity:

Prefer not to say <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>	White – British <input type="checkbox"/>
Asian/Asian British – Bangladeshi <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>	White – Other <input type="checkbox"/>
Asian/Asian British – Indian <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	White – Irish <input type="checkbox"/>
Asian/Asian British – Pakistani <input type="checkbox"/>	Mixed – Other <input type="checkbox"/>	<input type="checkbox"/>
Asian/Asian British – Other <input type="checkbox"/>	Arab <input type="checkbox"/>	<input type="checkbox"/>
Black/Black British – African <input type="checkbox"/>	Chinese <input type="checkbox"/>	<input type="checkbox"/>
Black/Black British – Caribbean <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>	<input type="checkbox"/>
Black/Black British – Other <input type="checkbox"/>		

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

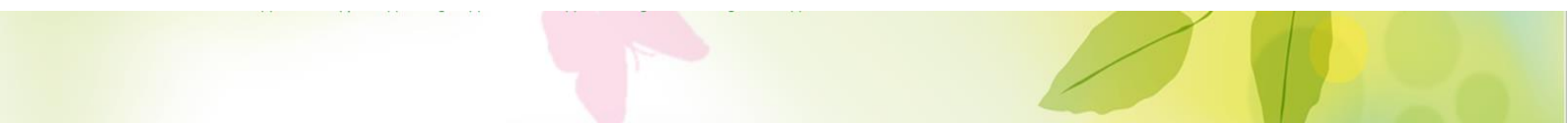
What is the effect or impact of your disability or health condition on your ability to give your best at work? Please specify here:

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.

National Insurance Number:	
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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		
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:		



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

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 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 <input type="checkbox"/> No <input type="checkbox"/>	
Name: Position: Address: Email: Telephone:	Name: Position: Address: Email: Telephone:

