



SHELTON CARE LTD
75-77 SHELTON NEW ROAD,
STOKE ON TRENT,
ST4 7AA



Please complete this form in black ink and print clearly to facilitate photocopying.
Any offer of employment verbal or written is conditional and subject to meeting recruitment criteria
ALL SECTIONS MUST BE COMPLETED – partial applications will not be considered.

APPLICATION FOR EMPLOYMENT

Personal Details

Miss Mrs Mr Ms

First Name: Surname:

Vacancy applied for

Preferred Location

Preferred Shift

Days Nights

How did you hear about this vacancy?

Employee: Name:

Our Website: Other:

Jobsite/Publication: Which:

Personal Details:

Previous Surname:

Address:

Postcode:

Telephone Number:

National Insurance Number:

Nationality: Are you over 18 years of age:

Right to Work in the UK:

Do you have the Right to work in the UK? Yes No

Evidence: Passport: Full UK Birth Certificate:

Permit/Visa: Type: Expiry Date:

More about you:

Have you previously worked for Shelton Care Group: No: Yes: (Please complete below)

Details:

Do you have family or friends working for Shelton Care Group: No: Yes:

Details:

To your knowledge do you know any of the Services Users/Residents/Learners at Shelton Care:

Name:

EMPLOYMENT

Please complete all employment details including periods of unpaid or voluntary work.

Your current/most recent employer will be asked to provide a reference. Continue on a separate sheet of required.

Date to and from	Employers Name and Address	Post held – including brief description of duties	Reason for leaving

Education and Training

Please include any current studies

Dates From and To	School/College/University	Subjects/Courses	Grade

References:

Please provide details of 2 referees:-

Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position and relationship to you:	<input type="text"/>	Position and relationship to you:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>

Professional Membership

Institution/Organisation	Membership number	Date Joined	Renewal Date

Supporting Information

Please tell us why you applied for this role: (Please use a separate sheet if required)

Personal Statement:

Please provide details of experience, skills or knowledge gained in paid or unpaid employment, work experience or other circumstances that you consider support your application.

Is there any other information you wish to share to support your application?

DECLARATION

Have you completed this form yourself? Yes: No:

I declare that the information I have given in this form is true and complete. I have read, understood and comply with the recruitment statement. I understand that if appointed any false or misleading information later revealed may result in disciplinary action against me up to and including dismissal.

Signature: Date:

Full name: (Print)

Recruitment Statement:

Your Application

This application is an opportunity for you to tell us as much about yourself as possible. Take your time and think about what qualities and experiences you have that may be relevant to the role. Please refer to the job description for guidance.

Please complete the form clearly in black ink. Incomplete applications will not be considered.

Upon offer of a role, this application will form the basis of your personal file. Any information found to be false or deliberately misleading may result in your employment being withdrawn.

Data Protection Act 1998:

Information provided may be used to collate statistical information for recruitment analysis.

It will also be used to obtain references for successful candidates.

Unsuccessful applications will be destroyed after 6 months in accordance with the Data Protection Act.

Interview Process:

If your application is successful, we will contact you for pre-interview telephone screening.

Successful applicants will then be asked to attend an interview at our Head Office in Shelton or at one of our units.

Where appropriate all interview confirmation details will be sent via email, therefore it is important that you check your email address is correct.

Criminal Records Checking:

Employment at Shelton Care brings you in contact with vulnerable adults and young people. Any offer of employment for roles that fall under the legalisation governing regulated activity will be subject to a satisfactory enhanced Disclosure and Barring Service check.

Shelton Care complies fully with the Code of Practice and undertakes to treat all applications fairly. A copy of our policy on the recruitment of ex-offenders is available on request.

Should you have any queries please contact the HR department on 01782 263104.

Right to work in the UK:

Shelton Care is not registered for Tier 2 workers. If you do not have the right to work in the UK, your application will not be considered. By signing the application declaration, you are indicating that you have the right to work in the UK.

May we thank you for your application and for the interest you have shown in working for Shelton Care.

**Shelton Care Ltd
75-77 Shelton New Road
Stoke on Trent
ST4 7AA**

Recruitment Email:

recruitment@richmondcaregroup.com

Recruitment Telephone:

01782 263104 ext 232