



INVESTOR IN PEOPLE



AVALON ENTERPRISE (UK) LIMITED

Application Form

Position Applied For: _____

How did you hear about this vacancy: _____

Full Name: _____

Previous Names & Dates of Use: _____

Mr / Mrs / Miss / Ms / Other (please state) _____

Date of Birth(Optional): _____ National Insurance No: _____

Full Current Address (inc postcode): _____

_____ Date you moved here: Month _____ Year _____

Further on you will be asked to provide addresses for the last 5 years.

Telephone No: _____ Mobile No: _____

Nationality: _____ Do you need a work permit: YES / NO

Next of Kin: _____ Relationship: _____

Telephone No: _____

Number of Dependants: _____

Do you hold a current U.K Driving Licence: YES / NO

If yes, do you have any driving limitations (e.g. automatic only) _____

Do you have any driving convictions: YES / NO

if yes, please give brief description of convictions & include penalties you received:

_____ Do you have your own transport: YES / NO

Name of G.P: _____ Telephone No: _____

Address: _____

REFERENCES

Please provide the name, address & contact numbers of two referees.

Reference 1:

Must be current or previous employer. Employment should not have been for less than 3 months in duration.

Name: _____

Address: _____ Town: _____

County/Region: _____ Post/Zip Code: _____

Telephone No: _____

Relationship: _____

How long have you known this person: _____

Reference 2:

Must be a professional / Character Reference and not related to you. Please note your doctor will not be able to give you a reference.

Name: _____

Address: _____ Town: _____

County/Region: _____ Post/Zip Code: _____

Telephone No: _____

Relationship: _____

How long have you known this person: _____

CRIMINAL CONVICTIONS DECLARATION

Do you have any criminal convictions?

YES / NO

Do you have any warnings / cautions / reprimands, spent or unspent?

YES / NO

If yes, please give details of all convictions, warnings, cautions or reprimands, spent or unspent.

Please give details of the incident leading up to the conviction, warning, caution or reprimand.

This post is exempt from the provisions of section r (2) of the Rehabilitation of Offenders Act 1974. Due to the nature of the job requirements your entitlement to withhold information, which for other purposes is "spent" does not apply. Please give any convictions above. Failure to disclose convictions may lead to dismissal. Any disclosures will be treated in the strictest confidence and will be considered only in relation to this application.

I confirm that the above statement concerning whether or not I have criminal convictions is true and correct, and understand that any misrepresentation will invalidate my application, and if employed could lead to my dismissal.

Signed: _____ **Date:** _____

Please use the following table to tell us about the times when you will **NOT** be able to work on a regular basis.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am – 8am	6am – 8am	6am – 8am	6am – 8am	6am – 8am	6am – 8am	6am – 8am
8am – 10am	8am – 10am	8am – 10am	8am – 10am	8am – 10am	8am – 10am	8am – 10am
10am - Noon	10am - Noon	10am - Noon	10am - Noon	10am - Noon	10am - Noon	10am - Noon
Noon – 2pm	Noon – 2pm	Noon – 2pm	Noon – 2pm	Noon – 2pm	Noon – 2pm	Noon – 2pm
2pm – 4pm	2pm – 4pm	2pm – 4pm	2pm – 4pm	2pm – 4pm	2pm – 4pm	2pm – 4pm
4pm – 6pm	4pm – 6pm	4pm – 6pm	4pm – 6pm	4pm – 6pm	4pm – 6pm	4pm – 6pm
6pm – 8pm	6pm – 8pm	6pm – 8pm	6pm – 8pm	6pm – 8pm	6pm – 8pm	6pm – 8pm
8pm – 10pm	8pm – 10pm	8pm – 10pm	8pm – 10pm	8pm – 10pm	8pm – 10pm	8pm – 10pm
Night Approx 10pm – 6am	Night Approx 10pm – 6am	Night Approx 10pm – 6am	Night Approx 10pm – 6am	Night Approx 10pm – 6am	Night Approx 10pm – 6am	Night Approx 10pm – 6am

This is an approximation of hours worked and not an actual rota, as working hours differ from Service User to Service User according to their individual needs.

DECLARATION

Data Protection Act

I declare that the details given on this form are true to the best of my knowledge. I consent to the processing of data, including sensitive personal data supplied by me on this form by Avalon Enterprise (UK) Ltd.

I confirm that the information I have provided is true and correct and understand that any misrepresentations will invalidate my application, and if employed, could lead to my dismissal.

NAME: _____

SIGNED: _____

DATE: _____