

This form can be completed in your word processor (e.g. word, open office write) and returned via email to recruitment@andrewjons.com If completing by hand please ensure you write clearly and in capitals, and return by post to: Recruitment, andrewjons care Limited, 251 Fulham court, Fulham, London. Sw6 5qe.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Post Applied for:

Personal details

Title:		Surname:	
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First Names:	
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Address:	
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	Postcode:
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Home Tel:	Mobile Tel:
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E-mail address:	
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National Insurance Number:									
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Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you hold a full UK driving license?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, Do you have any points or convictions etc? :	
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Qualified Nurses only:	Name of training school:	From:	To:	Address:	PIN:	Expiry date:
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You are required to provide evidence of the above details at your interview by bringing with you:

- Proof of eligibility to work in the UK (Passport/Visa / Birth Certificate etc)
- Driving License & Counterpart
- Your last 3 months wage slips
- National Insurance Card
- P60/P45
- Bank Statement/Utility Bill

Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you any prosecutions pending?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please give details / dates of offence(s) and sentence:	
<p>(This information will be disclosed by the Disclosure and Barring Service (DBS) which will be required if successful. Please note a criminal record will not necessarily be a bar to employment)</p>	

Education

Date From	Date To	University/College/School	Qualifications Gained and Examinations taken (State Grades)

Employment Record

Please list chronologically, starting with current or last employer

Employer Name and Address	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving

Please continue on a separate page if required

Personal Statement

Use this section to add any further information which directly relates to your suitability for this position.

References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Can we contact your current employer before interview? Yes/No

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Relationship:	<input type="text"/>	Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Dates Employed:	From: <input type="text"/> To: <input type="text"/>	Dates Employed:	From: <input type="text"/> To: <input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Tel No.	<input type="text"/>	Tel No.	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Declaration

I confirm that the information provided in this application (and within my Curriculum Vitae if applicable) is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Andrewjons Limited undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Andrewjons Limited may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.

Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Human Resources purely for monitoring purposes.

Post Title

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

<p>A. White</p> <p>White UK <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>White non-UK <input type="checkbox"/></p> <p>Any other White background (please give details): <input type="checkbox"/></p> <input style="width: 350px; height: 20px;" type="text"/>	<p>D. Black or Black British</p> <p>Black Caribbean <input type="checkbox"/></p> <p>Black African <input type="checkbox"/></p> <p>Any other Black background (please give details): <input type="checkbox"/></p> <input style="width: 200px; height: 20px;" type="text"/>		
<p>B. Mixed</p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>White & Asian <input type="checkbox"/></p> <p>Any other Mixed background (please give details): <input type="checkbox"/></p> <input style="width: 350px; height: 20px;" type="text"/>	<p>E. Chinese or other ethnic group</p> <p>Chinese <input type="checkbox"/></p> <p>Vietnamese <input type="checkbox"/></p> <p>Any other ethnic background (please give details): <input type="checkbox"/></p> <input style="width: 200px; height: 20px;" type="text"/>		
<p>C. Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background (please give details): <input type="checkbox"/></p> <input style="width: 350px; height: 20px;" type="text"/>	<p>F. Any other cultural background (please give details): <input type="checkbox"/></p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">G. I do not wish to provide this information</td> <td style="width: 20%; text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>		G. I do not wish to provide this information	<input type="checkbox"/>
G. I do not wish to provide this information	<input type="checkbox"/>		



ANDREWJON'S RECRUITMENT SOLUTION
251 FULHAM COURT, FULHAM, LONDON, SW6 5QE

TEL: 02073718334 / Mobile: 07411842604 Email: recruitment@andrewjons.com

Recruitment Monitoring Form continued

Gender

Male Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No

If yes, please give details:

Age Group

16-25 26-35 36-45
46-55 56-65 66-70
Over 70

Media

Please state where you saw this post advertised

Asylum and Immigration Act 1996

It is now a requirement that before any offer of employment can be made, all candidates are to provide confirmation of their eligibility to work in the UK. Please bring one of the following original documents with you if invited to interview: a passport or an immigration and nationality directorate application registration card which evidence the right to work in the UK or a UK residence permit issued to an EEA national which confirms right of entry to or residence in the UK.