



# BRIGHT HORIZONS CARE RECRUITMENT LIMITED

Company Number: 13165498

## Application Form – Please complete in block capitals

Application for employment as:

Job Ref:

Where did you see this post advertised?

### Personal Details

Title (e.g. Mr / Miss / Mrs / Ms): miss

Surname:

First Name:

Middle Name(s):

Current Address:

Postcode:

Email:

Home Telephone:

Mobile Number:

Date of Birth:

Approx Hours Wanted:

**Previous Address Note:** For Criminal Records check purposes, addresses covering the five years up to the applicants date, must be supplied. If necessary, use another sheet of paper.

Address 2:

Address 3:

Address 4:

#### NEXT OF KIN

**Full Name:**

**Relationship:**

**Telephone Number:**

**Address:**

#### IDENTITY DETAILS

**National Insurance Number:**

**Bank Account Number:**

**Account Number:**

**Sort Code:**

**Mother's Maiden Name:**

**Country of Birth:**

**NMC Pin:**

<b>CAPACITY TO WORK IN THE UK</b>	<b>YES / NO</b>
<b>If you are successful in the application, would you require a work permit prior to taking up employment?</b>	
<b>If yes, please provide details:</b>	

**NOTE:** Minimum Age legislation dictates that care workers in general must be 16 years old or older.

<b>Education</b>			
<b>Secondary School</b>	<b>Start date:</b>	<b>Finish date:</b>	<b>Qualification(s) gained</b>
<b>College / University</b>	<b>Start date:</b>	<b>Finish date:</b>	<b>Qualification(s) gained</b>
<b>Further Education</b>	<b>Start date:</b>	<b>Finish date:</b>	<b>Qualification(s) gained</b>

<b>Training:</b>	
Please detail all relevant training below. You must include all up to date relevant certificates you hold and the date you obtained them. Proof will be required.	
<b>Training course</b>	<b>Date completed</b>




**Employment History**

Current / most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate sheet if required. Please sign that sheet(s).

**Previous employer:**

Address:

Postcode:

Job title:

Date employed: from to.

Reason for leaving / wishing to leave:

Do you intend to continue with your previous employer: YES / NO

No approach will be made to your present employer before an offer of employment is made to you.

**Previous employer:**

Address:

Postcode:

Job title: customer

Date employed: from to.

Reason for leaving / wishing to leave:	
Do you intend to continue with your previous employer:	YES / NO
No approach will be made to your present employer before an offer of employment is made to you.	

<b>Previous employer:</b>	
Address:	
	Postcode:
Job title: Office Assistant for Head Manager	
Date employed: from	to
Reason for leaving / wishing to leave:	
Do you intend to continue with your present employment:	YES / NO
No approach will be made to your present employer before an offer of employment is made to you.	
<b>Previous employer:</b>	
Address:	
	Postcode:
Job title: Customer assistant	
Date employed: from	to
Reason for leaving / wishing to leave:	
Do you intend to continue with your present employment:	YES / NO

No approach will be made to your present employer before an offer of employment is made to you.

**PLEASE PROVIDE AN UP TO DATE CURRICULUM VITAE WITH YOUR APPLICATION.**

**Availability:**

Please tick as appropriate. This serves as a guide only and your preferences cannot be guaranteed.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Days							
Nights							

If successful, when could you start? Immediately

**Convictions / Disqualifications**

Have you ever been convicted of a criminal offence: YES / NO  
If yes, please give details.

**This declaration is subject to the Rehabilitation of Offenders Act 1974. Because of the nature of this job you must provide information about convictions. If you have been convicted of an offence you should include details in a separate sealed envelope. This will only be opened if you are considered for the post. Such information will be completely confidential.**

Are you aware of any police enquiries undertaken following allegations made against you in the UK or overseas?

Yes / No

If yes please give details

Do you have a current passport from either the UK or an EU country? Yes / No

If no, do you hold evidence of your right to work in the UK? Yes / No

**Driving**

Do you hold a full driving license? Yes / No

Country of issue: uk		
Year in which you passed your test: 2020		
Do you have any points on your license?	Yes / No	If yes, how many?

<b>Referees</b>	
You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referee of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.	
Reference 1 – current or most recent employer	Reference 2 – previous employer
Consent to contact? Y / N	Consent to contact? Y / N
Name:	Name:
Company:	Company:
Address:	Address:
Telephone Number:	Telephone Number:
Company Email:	Company Email:
Job Title:	Job Title:
How do you know this person?	How do you know this person?

### CHARACTER REFERENCE

Name:	
Address:	
Postcode:	
Telephone Number:	



Email Address:	

## EMPLOYMENT CONTINUITY CHECK

It is essential to check the continuity of employment, as stated in the application form and note and investigate any gaps in employment. Failure to carry through such checks has been identified as a significant factor in several recent abuse cases.

Use this 'Timeline' below to place in order all the stated instances of employment and other activities (such as training), and identify any gaps for discussion during the interview. Assess and record the results of the enquiries, which must be followed through of an interviewees answers are unsatisfactory. The period considered must be the whole working life of employment of the applicant, to date.

## ASSISTANCE WITH INTERVIEW AND ASSESSMENT

Do you require us to make any special arrangements in order for you to participate in the recruitment process? For example, Large print forms? Or additionally time to complete forms?	
YES / NO	
If yes, please give details	
<b>Any offer of employment may be made subject to a satisfactory medical report.</b>	
GP's Name:	
Telephone Number:	

<b>Declaration</b>
I declare to the best of my knowledge and believe the information given to me in this application is true, and I understand that the above information forms the basis of the contract being offered to me. I understand that the contract can only start, when a satisfactory response has been received with respect to my DBS register status, and the receipt of two satisfactory references, one of which must be from a previous employer. By my signature I authorise Bright Horizons Care Recruitment Limited to request a DBS register check and a criminal records check from the DBS, on the contract commencing, and

at any time during my during the contract thereafter, I undertake to inform Bright Horizons Care Recruitment Limited if my DBS register status changes.

Signature:

Date:

Please return the completed application form by email to:

[info@brighthorizonscarerecruitment.com](mailto:info@brighthorizonscarerecruitment.com)

Or by post to:

Bright Horizons Care Recruitment Limited  
192 Delaware Road  
Shoebrayness  
Southend On Sea  
Essex  
SS3 9NS