

# Scott Care Ltd

## APPLICATION FOR EMPLOYMENT

**Please note, if you are typing on the form you will only be able to type where the grey / red marks appear.**

Position applied for			
Full Name			
National Insurance Number		Telephone No. Mobile No.	
Address			
Email Address			
Emergency Contact	Please provide the full name and telephone number of the person you would like to contact in the case of an emergency at work:		

**IMPORTANT**

Under section 8 of the Asylum and Immigration act 1996 (amended 1<sup>st</sup> May 2004) all applicants must provide Employers with evidence of their right to work in the UK. This may take the form of one document from Section 1 or two documents from Section 2 (see back page).  
 Successful candidates will be asked to provide such information upon the offer of employment.  
 Additionally, prospective employees will be asked to complete a medical questionnaire.

Name and Address of Present Employer:					
Present Salary/wage		Employed from/to		Job title & role	
Current duties:					
For reference purposes, please supply the names and addresses of three people, all of which, ideally, should be previous employers (present employment references will only be requested if a position of employment is offered)					
1.					
2.					
3.					

Full Employment History (continue on a blank sheet if required)

Employers Name & Address	Job Title	Role	Salary / Wage	Dates From & To

Please provide details of any educational learning, training (internal or externally) which you have achieved (continue on a blank page if necessary)

Grade	Subject

Please detail below any additional information which may support your application.

Do you hold a current valid UK driving license?  
Do you have regular use of a vehicle?

Do you have any unspent criminal or driving convictions? If so please state relevant information below.

**CARE WORKERS ONLY**

Please read before completing this section: You are requirements to work five days each week plus alternate weekends. Your weekend working hours will be the same as your weekday working pattern. It is not a requirement that Care Workers should work more than one period per day but you are free to commit to as many as you would like.

Tick the boxes corresponding to the times you are available:

Monday – Friday	Available	Not Available
06.00 – 10.00	<input type="radio"/>	<input type="radio"/>
10.00 - 12.00	<input type="radio"/>	<input type="radio"/>
12.00 - 14.00	<input type="radio"/>	<input type="radio"/>
16.00 – 18.00	<input type="radio"/>	<input type="radio"/>
18.00 – 22.00	<input type="radio"/>	<input type="radio"/>

Saturday – Sunday	Available	Not Available
06.00 – 10. 00	<input type="radio"/>	<input type="radio"/>
10.00 - 12.00	<input type="radio"/>	<input type="radio"/>
12.00 - 14.00	<input type="radio"/>	<input type="radio"/>
16.00 – 18.00	<input type="radio"/>	<input type="radio"/>
18.00 – 22.00	<input type="radio"/>	<input type="radio"/>

Total number of hours you are seeking: \_\_\_\_\_



### **Section 1 (one document from this section only)**

A passport showing that you are a British citizen, or have a right to live / work in the United Kingdom.

A national passport or national identity card showing that you are a national of a European Economic Area country or Switzerland.

A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.

A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.

A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.

A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work you are applying for if you do not have a work permit.

An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

### **Section 2 (only applies if you have no evidence of a document from section 1)**

First Combination

A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

**AND:**

A full birth certificate issued in the United Kingdom, which includes the names of your parents; OR

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR

A certificate of registration or naturalisation stating that you are a British citizen; OR

A letter issued by the Home Office which states your personal details and indicates that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR

An Immigration Status Document issued by the Home Office which states your personal details endorsing that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR

A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for; OR

An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for.

OR (only applies if you have no evidence of a document from section 1)

Second combination

A work permit or other approval to take employment that has been issued to you by Work Permits UK.

**AND:-**

A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment applied for; OR

A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the work permit employment applied for.