

PRIVATE & CONFIDENTIAL

Please read all of the application form before completing all sections in black ink.
 Please note that you must sign and date the declaration on page 9.

Position details			
Position applied for			
Have you applied for a job with Integra before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Same role or different?	<input type="checkbox"/> Same <input type="checkbox"/> Different
Were you invited to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Location	Cardiff	Advert reference	
Are you interested in working	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	If part time, how many days?	How many hours?
Please return by			
Please return to Integra Community Living Options, The Maltings, East Tyndall Street, Cardiff CF24 5EA			
Personal details			
Title	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (<i>state</i>)		
Surname			
Previous name(s)			
First name(s)			
Full address			
Postcode			
Home phone		Mobile	
May we contact you at work?		Home email	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Work phone		Work email	
National insurance number			

Are you required to hold a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already hold a work permit, when does it expire?	
Do you hold a current valid UK driving licence	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type	<input type="checkbox"/> Provisional <input type="checkbox"/> Full <input type="checkbox"/> Other (<i>please specify</i>)
Details of penalty points (if any) with dates			
Do you own or have regular access to a vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parental leave	Under the <i>Parental Leave Regulations 1999</i> , and the <i>Employment Act 2002</i> , parents are allowed to request leave where certain conditions are met.		
How many weeks of parental leave have you taken?	The number of weeks taken is cumulative across employers and it is therefore a requirement of your employment to inform Integra of the total number of weeks you have taken to date.		
Commitments			
Do you have any Armed Service or public commitments (are you a JP or Councillor, etc)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details			
Professional details – membership or registration with professional bodies			
NAME of PROFESSIONAL BODY	LEVEL or TYPE of MEMBERSHIP	REGISTRATION NUMBER	DATE of EXAMINATION
Employment history			
Current or most recent employment – please state if you are currently unemployed			
Name of employer			
Full address			
Postcode			
Telephone			

Job title			
Responsibilities			
Current salary		Benefits	
Is your current work	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	If part time, how many days?	How many hours?
Date started in post		Leaving date	
Notice required			
Reason for leaving			
Previous employment – list in order, beginning with most recent			
Name of employer			
Address			
Job title			
Responsibilities			
Salary		Hours per week	
Date started in post		Leaving date	
Reason for leaving			
Previous employment			
Name of employer			
Address			
Job title			
Responsibilities			
Salary		Hours per week	

Date started in post		Leaving date			
Reason for leaving					
Previous employment					
Name of employer		Location			
Job title		Salary			
Date started in post		Leaving date			
Previous employment					
Name of employer		Location			
Job title		Salary			
Date started in post		Leaving date			
Previous employment					
Name of employer		Location			
Job title		Salary			
Date started in post		Leaving date			
Education, training and personal development <i>Proof of qualifications will be requested before appointment</i>					
Secondary education – CSE, GCSE, A Levels or equivalent					
FROM	TO	NAME and LOCATION of ESTABLISHMENT	SUBJECT and LEVEL of STUDY	GRADE	DATE of AWARD

Further and higher education – degree, diploma, BTEC, City & Guilds, NVQ or equivalent					
FROM	TO	NAME and LOCATION of ESTABLISHMENT	SUBJECT and LEVEL of STUDY	GRADE	DATE of AWARD

Please state any voluntary work undertaken			
FROM	TO	NAME of ORGANISATION	ROLE and MAIN DUTIES

Other relevant training and/or short courses, personal development			
<i>Please state all qualifications gained and training completed since you finished your formal education (i.e. since school, college or university). Include all relevant internal and external training courses. Please continue on a separate sheet if necessary.</i>			
DATE	TRAINING or QUALIFICATION	WHERE ACHIEVED	LEVEL or GRADE

Current training and/or short courses – please state all training you are currently undertaking			
DATE STARTED	TRAINING or QUALIFICATION	WHERE UNDERTAKING	LIKELY FINISH DATE

Criminal convictions	
Due to the nature of the post for which you are applying, under the terms of the <i>Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001</i> , you are not entitled to withhold information about convictions. Having a criminal conviction will not necessarily exclude you from employment.	
Do you have any criminal convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any current criminal proceedings against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'yes', please give details	
Your interests – <i>please give us details of your hobbies and interests</i>	
Supporting information	
Please tell us why you want the job	
Please tell us how you meet the criteria set out in the Person Specification for the job. <i>Cover as many criteria as possible. Be specific and provide evidence and/or examples from paid and unpaid work and from other activities in your personal life. Please continue on a separate sheet if necessary (not more than one side of an A4 page).</i>	

Please tell us how you meet the criteria set out in our Integra Values.

Be specific and provide evidence and/or examples from paid and unpaid work. Please continue on a separate sheet if necessary (not more than one side of an A4 page).

Community – *wellbeing for all (service users and staff)*

Ownership – *accountable for results*

Adaptitude – *adaptability, aptitude, right attitude*

Learning – *continual development of yourself and others*

References

All offers of employment will be subject to the receipt of two satisfactory references (ideally both from employers). One of these must be your current or most recent employer unless you have not held a position of paid employment.

If you cannot provide two employer references, please provide the name(s) of people who know you in a professional capacity (e.g. unpaid work or your most recent educational establishment). Personal references from friends or family are not acceptable.

We will only contact your referees after interview and with your permission.

Reference 1

Name

Position

Relationship to you

Address

Postcode

Phone

Mobile

Email

May we approach if you are called for an interview?

Yes No

Reference 2

Name

Position

Relationship to you

Address

Postcode

Phone

Mobile

Email

May we approach if you are called for an interview?

Yes No

Your health	
Applicants who are offered a job will be asked to complete a health questionnaire which will be assessed by the company's Occupational Health Adviser. Please state how many days you have been absent through illness or injury in the last 12 months: _____.	
Please give details (including duration) of any illnesses, during the last five years, that have persisted for more than one week and of any ongoing treatment or disability (use a separate sheet if necessary).	
Important information – please read this statement before signing the form below	
Appointment to the job will be subject to the following: successful interview, satisfactory references, health clearance, evidence of eligibility to work in the UK, Criminal Records Enhanced Disclosure and may involve completion of a Personality Profile.	
In returning this application, you agree that the information provided in this form and other data provided by you during the application process will be held by Integra (in manual or electronic form) and used by Integra for all purposes in connection with personnel and/or administrative matters including, without limitation, management planning. All information will be processed in accordance with the <i>Data Protection Act 1988</i> .	
Declaration	
I confirm that all the information I have given in this application form is true and accurate to the best of my knowledge and has been completed in my own handwriting. I confirm I understand that Integra has the right to remove an offer of employment, or commence disciplinary action that might lead to dismissal after employment commences, if subsequently any of the information provided in this form or during the application process is found to be incorrect or incomplete.	
Name	
Signature	Date
Please use the space below for anything else you wish to say (including any dates you are not available for interview during the next 6 weeks and/or anything that we need to be aware of in order to facilitate your full participation at interview).	

Please return this application form and the Equal Opportunities monitoring form to the address above.

As an equal opportunities employer, Integra seeks to ensure no job applicant or employee receives less favourable treatment on the grounds of race, age, ethnicity, gender, sexual orientation, marital status, religion, ethnic origin or disability.

Thank you for your interest in working with Integra!

OFFICE USE ONLY					
REQUESTED	SENT	RECEIVED	SHORT LISTED <input type="checkbox"/> YES <input type="checkbox"/> NO	INTERVIEW <input type="checkbox"/> YES <input type="checkbox"/> NO	HOLD <input type="checkbox"/> YES <input type="checkbox"/> NO
RECRUITING MANAGER				DATE	