

APPLICATION FORM

Please complete this form clearly and in full

Post applied for:..... Location:

PERSONAL DETAILS

First name: Surname: Title:

Previous names:

Address:

Post code:

Home phone:

Mobile:

Email:

Can we ring you at work? Yes No Are you over 18? Yes No

Do you have a full UK driving licence? Yes No Car available? Yes No

Are you free to remain and take up employment in the UK with no current immigration restrictions?
Yes No

Please state any restrictions or other employment or activity which may affect your availability for work, and give the expiry date of your current visa if applicable:

Do you have any disabilities-related requirements during the selection process? If so please give details below:

10 Coxford Drove, Southampton, Hampshire, SO16 5FD
Tel: 02380 900684
Email: info@cloverhealthcare.co.uk

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Current or most recent employment

Employer:

Address:

.....

.....

Post code: Phone number:

Job title:

Job summary (please give a brief description of the job and your responsibilities and achievements)

Reason for leaving:

Start date: Leaving date:

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Notice period: salary:

We will need to obtain a reference from your current employer. May we contact this referee without further reference to yourself, before any post is offered to you?

Referee name: job title:

Email: direct phone:

Previous employment

Please give details of your full employment history, starting with your most recent job. You should include any gaps in employment. Please also include any relevant unpaid work experience.

| Employer name and address | Position held and reason for leaving | Start date | End date |
|---------------------------|--------------------------------------|------------|----------|
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Please continue on another piece of paper if necessary.

Education, qualification and training

Are you currently attending or intend to attend college or university? :

Please give any details of any education, qualifications and training that you feel may be relevant to your application starting with the most recent.

| School/ college or university | Dates | Qualifications obtained/ expected grades |
|-------------------------------|-------|---------------------------------------------|
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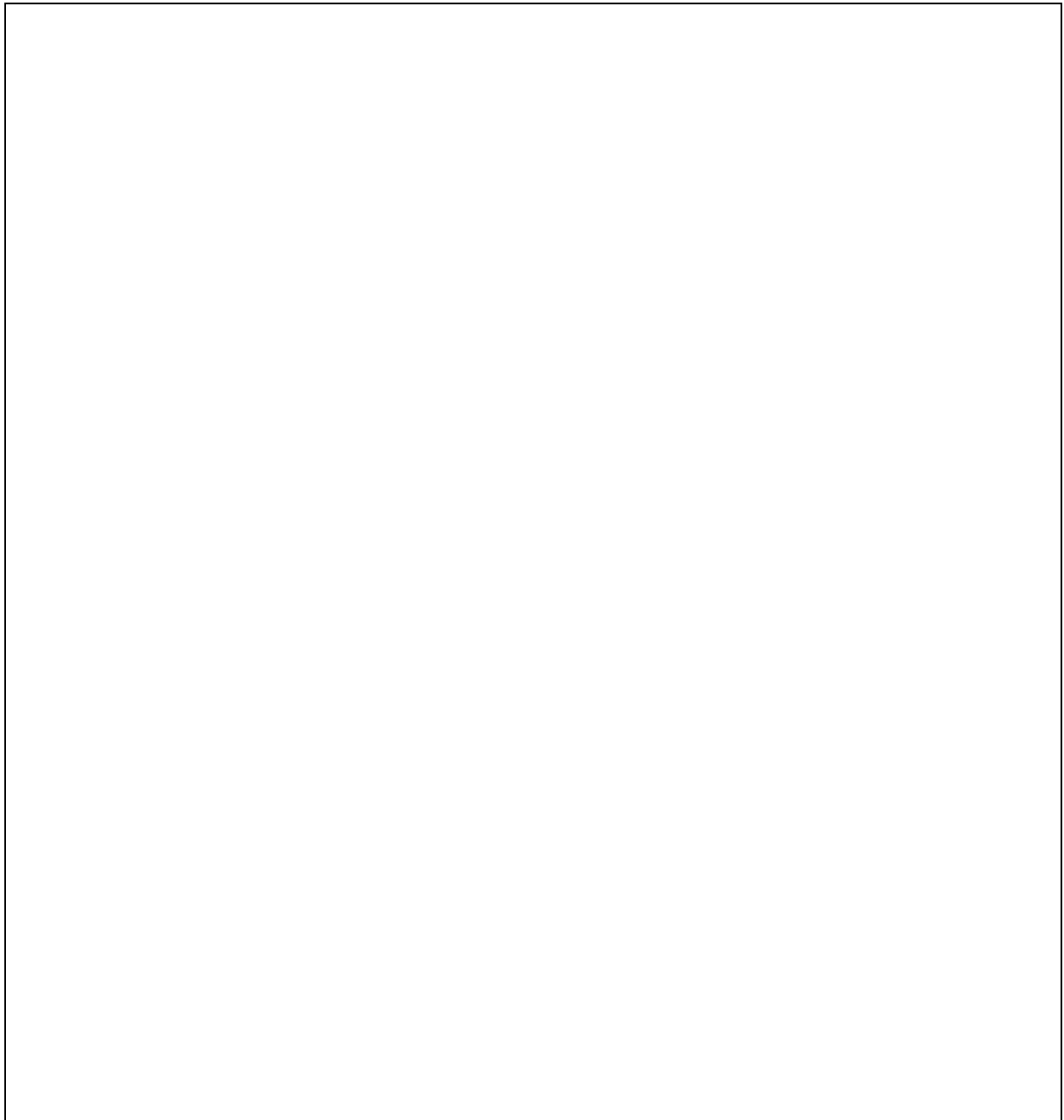
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| |
|-----------------------------------------|
| Knowledge, skills and experience |
|-----------------------------------------|

Please give details of your knowledge, skills and relevant experience in relation to the post you have applied for.

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References

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Please list two further references (different from your current employer). One of these references MUST be a previous employer. Please note that we may need to contact any of your previous employers for a reference.

Name: Relationship:

Email: phone:

Address:

.....

.....

May we approach this referee prior to interview? :

Name: Relationship:

Email: phone:

Address:

.....

.....

May we approach this referee prior to interview? :

Medical details

How many days (not disability related) have you had off work due to ill health in the past two years?

Do you suffer from any medical illness/ medical condition that could, or is likely to affect your work?
If so, please provide details. Please note that any offer of employment will be subject to satisfactory health clearance.

Disciplinary action

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Have you ever been under any disciplinary investigation or had any disciplinary warnings in previous employment?

Have you ever been dismissed from a post because of misconduct or resigned pending the resolution of disciplinary proceedings against you?

If the answer is yes to either question please give details below:

Criminal convictions, cautions and reprimands

The rights of employers to know about an applicant's previous criminal history are limited by legislation, including the Rehabilitation of Offenders Act 1974 and the Protection of Freedoms Act 2012.

Normally, employers are not allowed to ask job applicants about spent convictions, but for most jobs within Clover Healthcare Solutions Ltd exemptions are in place, and we are required by law to obtain a Standard or Enhanced Disclosure and Barring Service (DBS) Certificate for all employees whose job descriptions include regulated activity as defined by the legislation. We may also be required to check whether an employee is on the DBS Barred List for working with adults.

If the position you are applying for is eligible for DBS check you will be informed during the application process and advised of the level of check required. The DBS check will normally need to be completed before your employment with Clover Healthcare Solutions Ltd commences.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website, (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>).

Please answer the following question, and if necessary give further details below. Information that you give will be strictly confidential and will be considered only in relation to this or similar exempted positions within the company.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013):
Yes No

If so, please give details of all unspent convictions, continuing a separate page if necessary. Please note that you do not need to give details on any spent convictions, but these may appear on your DBS certificate.

| Date | Offence | Cautions or Convictions |
|------|---------|------------------------------------------------------------------------|
| | | Cautions <input type="checkbox"/> Convictions <input type="checkbox"/> |
| | | Cautions <input type="checkbox"/> Convictions <input type="checkbox"/> |
| | | Cautions <input type="checkbox"/> Convictions <input type="checkbox"/> |
| | | Cautions <input type="checkbox"/> Convictions <input type="checkbox"/> |

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Declaration:

I declare that the information provided in this application is correct to the best of my knowledge and if I am appointed will form part of my contract of employment. Any false information may be sufficient cause for rejection of the application, or if employed, dismissal.

In accordance with the Data Protection Act, 1998, I agree for the information provided on this form to be used for employment purposes only.

I confirm that I am aware that a work status check may be carried out and I give my permission for my personal information to be shared with the Home Office for these purposes. I understand that these details may be held by the Home Office, and that proof of my right to work in the UK will be required before an appointment can be made.