



# Haven Homecare Trust

## Job Application Form

*Please answer all questions as fully as possible.  
All your answers will be treated with confidence.*

**Which position are you applying for?**

### Contact Details

**First Name**

**Last Name**

**Address**

**Postcode**

**Email**

**Telephone Numbers**

**Mobile**

**Daytime**

**Evening**

## Skills and Experience

**Why do you want to work for Haven Trust?**

**Please give an overview of your skills and experiences.  
(Including any relevant training undertaken or qualifications held).**

**Do you hold a full driving licence and have use of a car?**

**Employment History**

**Present or Most Recent Employer Details**

**Employer Name**

**Employer Address**

**Telephone No**

**Type of Business**

**Job Title**

**Start Date** **End Date**

**Reason for Leaving**

**Brief Description of your duties and responsibilities**

<b>Past Employment History (most recent first, put your job title, type, place of employment and reason for leaving)</b>		
	<b>To</b>	<b>From</b>

**Please continue on a separate sheet on paper if required.**

## References

**Please give the names and contact details of two people, who will be able to tell us about your suitability to work at Haven Trust. They should have known you for at least 3 years and cannot be a member of your family. One should be a previous employer.**

**Name**

**Job Title**

**Address**

**Telephone and/or Email Address and/or Fax No**

**How does this person know you?**

**Can we contact before interview? YES/NO**

**Name**

**Job Title**

**Address**

**Telephone and/or Email Address**

**How does this person know you?**

**Can we contact before interview? YES/NO**

## Declarations

### **Asylum and Immigration Act 1996**

**Are you a United Kingdom, European Community or European Economic Area National? Yes/No**

**If No, do you have the right to work in the United Kingdom  
Yes/No**

**If Yes, please supply details of any permit currently held.  
(Including number, validity, any restrictions and expiry date).**

### **Disability Discrimination Act 1995**

**Do you consider yourself to have a disability? Yes/No**

**If Yes, you may give further details here.**

### **The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)**

**Have you ant any time received or have a pending a criminal conviction, caution, warning, and reprimand. Yes/No**

**If yes, please supply details, either below or in a sealed enveloped attached to the application.**

**NB Because of the nature of the work for which you are applying, the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 does not apply by virtue of the Rehabilitation of Offenders Act (exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the act in the event of employment and failure to disclose such convictions could jeopardise any employment within the Haven Trust.**

**I declare that to the best of my knowledge, all information I have given on this form is true and correct.**

**Signed:**

**Date:**

Haven Trust is registered in accordance with the Data Protection Act 1998. No personal information will be passed on to other organizations without your prior knowledge and consent.

**Please return the completed form to:**

**The Service Manager,  
Haven Trust,  
Fielding House,  
43 Thornbury Close,  
Rhiwbina,  
Cardiff  
CF14 1UT**

**Email: [info@havenhomecare.org](mailto:info@havenhomecare.org)**

**For Office Admin Only:**

	<b>Date</b>	<b>Sign</b>		<b>Date</b>	<b>Sign</b>
<b>Sent</b>					
<b>Returned</b>			<b>Induction Training</b>		
<b>Interview Given</b>			<b>Started</b>		