



<b>PRIVATE &amp; CONFIDENTIAL</b>	
Return this form to: <b>Montana Home Care Ltd</b> 88 Grahams Road Falkirk FK2 7DL 01324 878572 <a href="mailto:gemma@montanahomecare.co.uk">gemma@montanahomecare.co.uk</a>	
<b>POSITION APPLIED FOR:</b>	
Title:	Schools (inc dates):        Qualifications Gained:
Surname:	
Forename(s):	
Address:	
Postcode:	
E-mail address:	
Tel. No's (please include code):  (Home)  (Work)  (Mobile)	College/university (inc dates):    Qualifications gained:
Current driving licence?  Groups:      Expiry Date:  Details of any endorsements:	
N.I No.	
Are there any restrictions on you taking up work in the UK?  (If yes please provide details)	Other training
Are you registered with SSSC? YES / NO If yes, Registration no:	What shift pattern are you applying for?



**OTHER EMPLOYMENT**

Please note any other employment you would continue with if you were to be successful in obtaining this position.

**LEISURE**

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

**EMPLOYMENT HISTORY**

**(Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)**

Name & Address of employer	Job Title & Duties (inc start and end dates)	Start and End Date	Salary on leaving	Reason for leaving



**REFERENCES**

Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address
	Postcode:		Postcode:
	Tel No.		Tel No.
	Email:		Email:
	May we approach the above prior to interview?		May we approach the above prior to interview?

**GENERAL COMMENTS**

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).



### CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

The position you have applied for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act.

You are therefore required to disclose **any** unspent convictions or cautions **and** any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2016.

Candidates are **not** required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

These lists of offences are available on the Disclosure Scotland website or at [www.legislation.gov.uk](http://www.legislation.gov.uk).

Do you have any unspent convictions or spent convictions that you are required to disclose?

### SPECIAL REQUIREMENTS (CARE SECTOR)

Because this position involves the care of children and/or vulnerable adults, employment is dependent on the following:

- 1) Your written consent to obtaining a Protecting Vulnerable Group (PVG) certificate from Disclosure Scotland.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity – birth or marriage certificate (where appropriate), driving licence (both parts) and passport (if available).
- 4) Two satisfactory written references, one of which being your most recent employer.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

### DECLARATION (Please read carefully before signing this application)

- 1) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- 2) Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
- 3) I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will, if required, apply to become a member of the Protecting Vulnerable Groups (PVG) Scheme administered by Disclosure Scotland. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

SIGNED:

DATE: