Curado Group

Employment Application Form

## Confidential

**I understand that all information contained in this form is confidential. By providing the information contained within this application form, you are consenting to its use by Curado and their retained human resources team, HR2HR Solutions Limited for the purpose of your application, assessing your performance and in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment policies.**

Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Personal Details** | | | | | |
|  |  |  |  |  |  |
| Surname: |  |  | First Name: |  |  |
|  |  |  |  |  |  |
| Date of Birth: |  |  | Male/Female: |  |  |
|  |  |  |  |  |  |
| Home Address: |  |  | Home Tel: |  |  |
|  |  |  |  |  |  |
|  |  |  | Mobile Tel: |  |  |
|  |  |  |  |  |  |
| Post Code: |  |  | Work Tel: |  |  |
| Nationality: |  |  | Email: |  |  |

**2. Membership of Relevant Professional Bodies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  |  |  |
| Body: |  | | Membership Status: |  |
|  | |  |  |  |
| Registration / Membership No.: | |  | Expiry Date: |  |
|  | |  |  |  |

**3. Other Information**

|  |  |
| --- | --- |
| Do you hold a current driving licence?  Do you require a work permit?  Are you related to any employee or member of Curado Group?  If yes please give details: | Yes / No  Yes / No Yes / No |

*Please continue on a separate sheet if necessary*

## 4. General Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Level e.g. GCSE** | **Qualifications** | **Grade** | **Year obtained** |
|  |  |  |  |

## 5. Further Education / Professional Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Qualifications** | **Grade** | **Year obtained** |
|  |  |  |  |

**6. Current Studies**

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Method of study e.g. day release, evening** | **Completion date** |
|  |  |  |

**7. Relevant Training Courses / Seminars**

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Duration** | **Completion date** |
|  |  |  |

**8. Employment History**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | |  |
| **Present or most recent Employer** | | | | | | |
|  |  | |  | |  | |
| Name/Company: |  | | Job Title: | |  | |
|  |  | |  | |  | |
| Address: |  | | Employed from / to: | |  | |
|  |  | |  | |  | |
|  |  | | Salary / Grade: | |  | |
|  |  | |  | |  | |
|  |  | | Notice Period: | |  | |
|  |  | |  | |  | |

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| --- |
| **Please provide a summary of the main duties and responsibilities of your current / most recent post:** |

**9. IT Skills – Please provide details of your skills in using various software packages**

|  |
| --- |
|  |

**10. Previous Employment (since leaving full-time education, including unpaid/voluntary work and explanation of any gaps with supporting evidence if possible)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers name**  **(Most recent first)** | **Position held** | **From / to** | **Reason for leaving** |
|  |  |  |  |

Please continue on a separate sheet if necessary

**11. Please declare any past or current legal actions/disputes with previous employers**.

|  |  |  |
| --- | --- | --- |
| **Date of Dispute** | **Nature of Dispute** | **Employee** |
|  |  |  |

**12. Period of Notice from Current Employer**

|  |
| --- |
|  |

## 13. References

|  |
| --- |
| Please supply the names and addresses of two people who have agreed to supply references. Relatives should not be used. These should include your present or most recent employer. If less that 12 months please also supply the name of your previous employer. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Present / Most Recent Employer** | |  | |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Organisation Name:** |  | **Organisation Name:** |  |
| **Relationship:** |  | **Relationship:** |  |
| **Address:** | | **Address:** | |
| **Postcode:** |  | **Postcode:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| May we contact this person prior to interview?  Yes / No | | May we contact this person prior to interview?  Yes / No | |

## 14. Additional Information

|  |
| --- |
| **To support your application, please include details of yours skills, experience, responsibilities and interests, which are relevant to the post.** |

*Please continue on a separate sheet if necessary*

**15. Role Execution**

|  |
| --- |
| **Before you can be regarded as qualified for employment with Curado Group and as required by the Care Quality Commission, we must be satisfied with your competence to undertake the role. You can use another sheet to complete your answers.**   1. **Can you tell us why you have applied for this role – why do you think you are suitable for this role?** 2. **What particular strengths and knowledge do you bring to this type of work and what can you bring to the organisation?** 3. **Can you give an example of when you have worked in a team, including your role and what result(s) you achieved?** 4. **Can you give an example of where you feel you were particularly effective at communicating something?**   .   1. **Many of our clients have either paranoid schizophrenia and/or personality disorders. How might these affect a client’s ability to move along their recovery pathway and what tools would you use?** 2. **Describe the extent to which you have to do detailed work?** 3. **What kind of decisions do you make in your present job?** 4. **Can you give an example of when you played a leadership role in an event, an activity, a department or work unit, or a project. Describe how you led the efforts?** 5. **What are the most important values you demonstrate as a leader?** |

**16. Rehabilitation of Offenders**

|  |
| --- |
| Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. If short-listed you will be required to disclose any criminal conviction (including those “spent”), which you have had. Failure to give this information could result in dismissal or disciplinary action by Curado Group. Any information given will be considered only in relation to your application for the position to which the order applies.  Please provide details of any convictions *(continue on a separate sheet if necessary)* |

## 17. Declaration

|  |
| --- |
| I declare that the information contained in this form is true and correct and understand that canvassing and failure to disclose a relationship to an employee or Curado Group member will disqualify this application. Fraudulent information discovered after appointment will result in dismissal. I also understand that any offer of a post will be subject to satisfactory medical clearance.  Signature: ………………………………………………. Date: ……………………………… |