



We make joining Eyears as simple as possible. Below are 3 easy steps to joining Eyears, follow them and you'll be on your way to a new life before you know it. Please read this carefully and ensure all documentation is brought with you to interview. Failure to do so may result in your application being delayed.

Step 1 - Application

Complete the application form as fully as possible. If you're stuck on a question or don't understand it, don't hesitate to call any one of us it happens more than you think. If you'd rather wait until your interview, that's also okay whichever way is best for you.

Step 2 Arranging an Interview

Contact us on 0121 454 1100 to arrange a convenient time for an interview.

Step 3 - Interview & Documentation required

At the interview, we'll work our way through the application form discussing your work history and your preferences for where & when you want work. You will need to bring with you the following documentation.

A. Proof of eligibility to work in the UK you need to provide ONLY one of the following

- * Current valid UK or EEA Passport (together with Accession State Worker Registration if applicable) OR
- * Birth Certificate issued in the UK or Republic of Ireland OR
- * Certificate of Registration or Naturalisation as a British Citizen OR
- * Current, valid passport and visa showing right to be in the UK and to work WITHOUT a work permit
- * National Insurance Number either your National Insurance card or an inland revenue document displaying this (eg P45)

B. Proofs of address 2 proofs are required and can be selected from utility bill, credit card bill, bank statements, mobile phone bill etc.

C. Passport size photo don't worry if you don't have one, we can take one for you at the interview.

D. Proof you may have for professional qualification & training. Eg NVQ or NNEB certificate or first aid certificate etc.

E. If you have a current CRB check, please ensure you bring it with you. If you have not, we'll discuss with you how to go about getting one. Please note that applying for a Criminal Records Bureau Disclosure is compulsory when working with Children or Vulnerable Adults. You are advised that not obtaining a Disclosure will severely limit the placements we are able to offer you. Having a conviction will NOT necessarily bar you from working with us.

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CONFIDENTIAL
APPLICATION FOR EMPLOYMENT
PERSONAL DETAILS

Surname _____
 Christian Name _____
 Home Address _____

 Post Code _____
 Home Telephone Number _____
 Mobile Telephone Number _____
 Email address _____
 Date of Birth _____
 National Insurance Number _____
 Emergency Telephone Number _____
 Next of Kin & relationship _____

 Address _____

 Type of work you are looking for? _____
 How did you hear about us? _____
 Do you drive? _____
 Do you have access to a car? _____

Professional Qualifications	Where Obtained	Date from - to

References - please provide contact details for 3 referees, one of which must be your last or present Employer and should cover 5 years. If you have just left education/college, provide details of your last 3 placements.

	Referee 1	Referee 2	Referee 3
Contact Name			
Position			
Address			
Telephone Number			
Email address			

For office use only

Date Received			
Written / Verbal			

Employment Details

Contact details of your last or current Employer.

Name _____

Position _____

Address _____

Job title _____

Salary (plus any benefits) _____

Date of starting _____

Reason for leaving _____

Notice period _____

Brief description of daily duties, activities & areas of responsibility.

Prior employment history, please attach extra sheet or curriculum vitae if desired.

Employers Name	From	To	Employed As	Reason for leaving

Bank Details

Bank / Building Society _____

Branch Address _____

Account Number (8 digits) _____

Account Name _____

Ref No _____

Sort Code (6 digits) _____

Training

Please indicate which courses you have attended in the last 12 months

	Date	Venue	Certificate enclosed
Moving & Handling			
Health & Safety (including COSHH/RIDDOR)			
Adult / Newborn CPR			
Food Hygiene			

From time to time it may be required to disclose certain information regarding your application to place you in to assignments. Please be assured only information that is absolutely necessary will be disclosed. We would appreciate it if you would amend the statement below to declare your wishes. If you have any concerns, please do not hesitate to contact us.

I AGREE / DO NOT AGREE to have my information disclosed should it be required in the placement on assignments.

Occupational Health Screen

How days absence have you had in the last 12 months? _____

How many incidents of absences have you had in the last 12 months? _____

Have you ever left employment due to ill health? _____

Are you currently taking any medication? _____

Please indicate below if you have ever suffered or currently suffer from any of the following medical conditions or complaints. Please indicate on a separate sheet of paper if these have led to absence from work or details of any disability.

	YES	NO	Details
Asthma / Pleurisy / Hay Fever / Chest Infections			
Tuberculosis			
Heart / Circulation / Blood pressure			
Gastric problems, IBS, kidney or urinary condition			
Back or neck injury / problems / pain			
Skin rashes / allergy to food or medication			
Thyroid / diabetes / glandular illness			
Mental illness, depression or nervous breakdown			
Chicken pox / Shingles (varicella)			
Migraine / Headache / varicose veins / painful periods			
Are you registered under the Disabled Persons Act ?			

Eligibility to work within the UK

	YES	NO
Are you legally eligible to work in the UK?		
Do you have any endorsements on your passport which limit your stay or length of employment in the UK?		
Do you require a work permit?		

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (exception order 75) states that the Act does not apply to any employment which is concerned in the provision of health services, or which is likely to enable the holder to have access to persons in receipt of such services in their normal duties.

Have you ever been convicted of a criminal offence?
(Including spent convictions)

Yes

No

If YES, please state the nature of the conviction (s) and date (s) convicted)

Working Time Directive

The current limit for working hours within the European Union is 48 per week. You are under no obligation to accept work offered to you and will never be instructed to work more than 48 hours per week, however, you may choose to do so. Please confirm you have read and understood this information and indicate your desired choice below.

I have read and understand the statement above. I DO / DO NOT wish to work more than 48 hours per week.

Work Preference

Are you or have ever registered with an employment agency before? _____

If so which Agencies did you register with? _____

Agency Name	From - To	Reason for joining	Reason for leaving

Availability For Work

Are you looking for full or part time work? _____

How many hours per week are you available? _____

What type of work do you not want to do? _____

Are you aware of our referral scheme? _____

Is there anywhere you would like to work? _____

Is there anywhere you do not wish to work? _____

How far are you willing to travel? _____

Is there a different type of work you would like to try? _____

Declaration

I declare the information in this application to be true & correct. I understand that if any of the data is untrue, misleading or I have failed to declare facts, future employment offers may be withheld or removed without notice.

Signature _____

Date _____

We may wish to contact you to ask for your opinion or view regarding our services. This may be via telephone, letter, email or other media as available. Please tick here if you do not wish us to contact you regarding this.

We may contact you to with details of work, via telephone, letter, email or other media available. Please tick here if you do not wish us to contact you regarding this.

OFFICE USE ONLY

	YES	NO	Action	NOTES:
Application Form Signed	<input type="checkbox"/>	<input type="checkbox"/>		
Reference 1 Received	<input type="checkbox"/>	<input type="checkbox"/>		
Reference 2 Received	<input type="checkbox"/>	<input type="checkbox"/>		
Reference 3 Received	<input type="checkbox"/>	<input type="checkbox"/>		
CRB on File	<input type="checkbox"/>	<input type="checkbox"/>		
Identity Check 1	<input type="checkbox"/>	<input type="checkbox"/>		
Identity Check 2	<input type="checkbox"/>	<input type="checkbox"/>		
Interviewed by				