

TSS Limited

APPLICATION FORM

Please complete in type or black ink

Post applied for **INDEPENDENT SUPPORT WORKER**

Ref No: TSS/ 010

Closing date: N/A

If you have not heard from us, you should assume that your application has been unsuccessful.

1 Personal Details

Full Name.....

Address.....

.....

Telephone No – Work.....Home.....

Mobile No.....Email.....

Place of birth.....

I need a permit to work in this country Yes No

National Insurance number.....

IF YOU HAVE LIVED AT THE ABOVE ADDRESS FOR LESS THAN 5 YEARS PLEASE GIVE RELEVANT ADDRESSES ON AN ADDITIONAL SHEET OF PAPER

2 Current or most recent employment

Name of employer.....

Address.....

.....

Telephone.....Notice required.....

Position held.....Date appointed.....

Grade.....Salary/Wages.....

Please describe briefly the main duties:.....

.....

3 Previous employment

Start with your most recent job. Please account for all time (paid and unpaid) since leaving school, college or university.

Name of employer/organisation and full address	Job Title	From Mth/Year	From Mth/Year

4 Relevant education, qualifications and training

Title and subjects	School, College or University – give address	Dates

Drawing upon your experience, knowledge, skills and abilities, explain how you fulfil the requirements set out in the person specification. Experience may have been gained through paid or voluntary work or in the home. (Please continue on separate sheet if necessary).

6 **References**

Please give the names and addresses of two people who can verify your employment record. One should be your present/most recent employer. If you have not been in paid employment, please give the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Referee details	A	Referee details	B
Name		Name	
Position		Position	
Business Address		Business Address	
Tel No.		Tel No.	
Relationship to applicant		Relationship to applicant	

Please indicate by placing an X in the box above if you do NOT want your referee's to be approached prior to any interviews.

7 **Criminal Convictions**

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges (this includes police cautions)?

YES
NO

If yes, please give details.....

8 **Declaration**

If you omit information that we have asked for, we may not be able to consider your application. If you are appointed to the post, any omission or inaccurate information relevant to your application could lead to disciplinary or in some circumstances legal action against you.

I confirm that to the best of my knowledge, the information given on this form is true and accurate and I have not omitted any facts which may have a bearing on my application

Signed.....Date.....

TSS wishes to ensure there is genuine equality of opportunity in employment. We collect the following information to monitor the success of our equality initiatives. The panel making the appointment will not see this information.

Post applied for Ref no. Ref No:
Last Name.....Initials.....
Date of birth.....
Where did you see this post advertised.....

About You

- 1. I am Male [] Female []
2. I am a person with disabilities Yes [] No []
If yes, does your disability have a substantial and long term adverse effect on you ability to carry out normal day to day activities? Yes [] No []

Long term effects are effects which have lasted at least 12 months or more. The disability could be physical, sensory or mental but must be substantial.

- 3. I would describe my ethnic origin as:
[] White (excluding Irish) [] Pakistani
[] Irish [] Bangladeshi
[] Black Caribbean [] Chinese
[] Black African [] Asian
[] Black other [] Other (Please specify)
[] Indian (Incl. E African) []

PLEASE RETURN THE COMPLETE APPLICATION FORM TO:

TSS LTD
Unit V11
Nottingham Business Centre
Lenton Boulevard
Nottingham, NG7 2BY