

Name & Address of Employer:	From:	Til:	Duties & Responsibilities:	Reason for leaving or wishing to leave:	Notice Required:

Availability: Please State the days and times you are available for work.										
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
From	To									
<p>Please note that we require all staff to work on a flexible basis. Therefore the days of the week that you may be required to work and the number of hours within each working day may vary or can be changed depending on the needs of the business.</p> <p>Would you be available to work extra hours to cover busy periods? YES / NO</p> <p>Do you have a full driving licence? YES / NO</p> <p>Do you have the full use of a car? YES / NO</p>										

Relevant Experience:

Please say why you are applying for this post, outline aspects of your experience and give us details of particular achievements which you consider to be relevant to this application. Please use continuation sheet if necessary.

General Information:**Eligibility to work in the United Kingdom:**

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of their eligibility to work in the UK> We will ask to see an appropriate official Document (for example a document showing your National insurance number, if you have one, or your birth certificate, passport etc)

Do you require a work permit to work in the UK? YES / NO

Health:

Please state the number of days sickness/absence in the last 2 years:
Also state any medical conditions that may affect the type of service users you can attend to:

Disability Discrimination Act 1995:

Are you registered disabled? YES / NO If yes please give details

Are there any adjustments you think we could make to overcome a disability in relation to this job? YES / NO

Criminal Convictions:

Have you ever been convicted of a criminal offence or have pending court offences?
YES / NO If yes, please give details:

You do not need to declare convictions which are “spent” as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

References:

Please supply the names and addresses of two references. One must be a previous employer, but they must not be a family member or friend.

Reference One:

Reference Two:

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Declaration:

I declare that the information given is true and correct. I understand that the company reserves the right to withdraw any offer of employment or to terminate my employment if any of the information given by me is false or misleading in any way. I also understand that any job offer is condition of receipt of satisfactory references.

Signed.....Dated.....Print Name:.....

Thank you for completing this application. Please either hand it to the Manager at the site or return it to:

Sunshine Solutions
Unit 2 Borough House Business Centre
Borough Road
Richmond
North Yorkshire
DL10 4SX