

# **Alpha Home Care Support Services Ltd**

Beech House, Phoenix Business Park, Phoenix Way, Swansea SA7 9FZ Tel: 01792 790917

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

### 1. Personal Details

Title: Mr Mrs Miss Ms (please circle relevant title)	
Surname:	Forename(s):
Address:	
Post Code:	
Telephone - Home:	Mobile:
Date of Birth:	Age:
Nationality:	Nat. Ins. No:
Smoker: Yes / No	Welsh Speaker: Yes / No (delete as appropriate)
Do you hold a current driving licence? Yes / No	
Are you a car owner? Yes / No	
Have you any current endorsements? If so, give details:	

### 2. Education

Dates		Schools, Colleges, Universities attended (including part-time study)	Qualifications obtained
From	To		

### 3 (a). **Current** Employment

Employer (name, address, tel no.)	Position Held	Date Appointed	Present Salary
Brief summary of duties and responsibilities:			

### 3(b). Previous Employment (beginning with most recent)

Name of previous employer	Dates		Nature of work	Reason for leaving
	From	To		

**4. Any other training / courses attended**

Course attended/subject	Date		any qualification obtained
	To	From	

**5. Give a brief outline of your experience and personal qualities which you consider make you a suitable applicant for this post (attach additional sheets, if necessary).**


## 6. References

Please indicate below two referees who are able to comment professionally on your suitability. One of these should be your present or most recent employer or course tutor.		
Name	Address and Phone No.	Profession or Occupation
1.		
2.		

I declare that the information given on this form is correct, to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:- REFERENCES**

1. SENT \_\_\_\_\_ RCVD \_\_\_\_\_ TEL: \_\_\_\_\_  
2. \_\_\_\_\_