



## Instructions to Applicants

### **General**

- Please complete the form using Black ink.
- Please write clearly throughout.
- Please complete all sections of the form. If a section is not relevant to you e.g. “qualifications”, then please state that this is so, e.g. “non applicable”
- Failure to complete the form in its entirety will result in your application not being short listed

### **Employment History**

This section must be completed in full detailing all your employment history, not just the posts you consider relevant. Please use an additional sheet if necessary. Please ensure that all dates are correct and that you complete the “reason for leaving” section. If you have any gaps in your employment history e.g. unemployment, bringing up family etc, please explain why these arose, if necessary using an additional sheet of paper.

### **Why You Have Applied for the Post**

You have been given the opportunity to tell us why you have applied for the post. This will play a significant part in the shortlisting process and applicants are advised to give due consideration to this section. Candidates are advised, however, that the quality rather than the quantity of response will be assessed.

If possible you should refer to the job description and person specification and highlight how your experience matches the skills required.

## References

- References will NOT be taken up until an offer of employment has been made unless a specific request is made of you.
- References will always be taken up direct from your referees. Any copies of references you may have been given when you left a previous post are not acceptable.
- Please ensure that full and correct addresses are given. A post code should be included wherever possible.
- References must be professional, not personal, and should cover at least the whole of the previous three years of employment. A reference from a professional, e.g. banker. is acceptable if there are no other sources of referee available.
- For those returning to work, educational establishments may be given as referees. Under no circumstances should a member of your family or a personal friend be cited as a referee.

## Equal Opportunities Monitoring Form

Brookdale Care has made a formal commitment to ensuring equality of opportunity in employment. In order that we can ultimately measure the effectiveness of this policy you are invited to complete and return the enclosed Equal Opportunities Monitoring Form. You are requested to put the form in the separate envelope, marked 'Equal Opportunities Monitoring -Confidential' and enclose it with the Application for Employment.

## Asylum, Immigration

Under section 8 of the Asylum and Immigration Act 1996 it is an offence to employ someone who is subject to immigration control unless that individual has permission to work. If selected for interview you will be requested to supply some form of acceptable evidence to indicate permission to work in the UK.

## Submitting an Application

You may wish to keep a photocopy of your Application Form so that you may refer to it later, if you are invited to attend for interview. Please remember to sign and date the Application Form before returning it.