

APPLICATION FORM

Please send your completed Application form and any supporting documents to:

Via Email: Recruitment@purestsupport.com

Via Post: **Recruitment, Purest Support, Dunne House, Colville Road Works, Lowestoft, NR33 9QS**

You can apply using our online application form at www.purestsupport.com/jobs

We aim to get in touch within 3 working days, Once we have recieved your completed application

Position Applied for

Date completed

Where did you hear about us? (This helps us establish the best ways to advertise our vacancies)

Social Media Indeed From a friend From a customer of Purest Support Jobs Fair / Event

Referred by a Purest Support employee Other please state

If you have been referred by an employee of Purest Support, Please provide their name

Referred by employee (Full Name)

Both the applicant and the employee referring can recieve a bonus on successful completion of the applicants probationary period.

Section 1: Personal Information

Title

Mr Mrs Miss Ms Mx Other please state

Name (Full legal name including middle names)

Preferred Name (a shorter version of your name or nickname)

Email

Contact number

Address (Including postcode)

National Insurance Number

Preferred method of contact?

Phone Call Email Text / Whatsapp message

Section 2: Employment Entitlement

Are you entitled to work in the UK?

Yes No

Do you require a Visa?

Yes No

If you require a Visa, What type?

Section 3: Transport

Are you able to drive?

Yes No

if yes, Do you have business insurance?

Yes No

How far are you willing to travel to get to work?

Section 4: Availability

What type of contract are you looking for?

Full Time Part Time Casual

How many hours per week? (We can only give a 40hrs per week max. contracted)

What times are you available to work?

Flexible Daytime Evenings Nights Weekends Other please state

Are you interested in doing Sleep-Ins?

Yes No Maybe

Are you interested in doing Wake nights?

Yes No Maybe

(There is no expectation to do sleep-ins / wake nights but it is something we provide)

Please list any times you are unavailable to work

Section 5: Education & Skills

Educational Background

GCSE's or Equivalent NVQ / QCF /RQF Diploma Degree Other please state

Please provide details of any Qualifications and dates obtained (i.e. QCF Level 3 Health & Social Care - July 2023)

Training Skills and Certificates

please provide details of any training, courses and certificates you hold that you feel would be relevant to your role (include dates obtained where possible)

Section 6: Employment History

Please provide the Last 6 years employment history continue on separate sheet if required

	Company Name	Your Role / duties	Employment to & from dates	Reason for leaving
Current / Most Recent				
Previous Employment 1				
Previous Employment 2				
Previous Employment 3				
Previous Employment 4				

Gaps in employment please provide details of any Gaps in employment below

Section 7: References

Please provide 2 references

- 1 must be from your current or most recent employer or an educational reference if you have no employment history
- 2nd reference can be personal or another employment reference

Personal references can not be someone in your immediate family, and they must have known you for atleast 3 years.

We will not contact any references until after an interview or without your permission

	Reference 1	Reference 2
Type of Reference	<input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Education	<input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Education
Name		
Job Title / Relationship to you		
Company name or College / University Name		
Email		
Contact Number		
Address (including postcode)		

Section 8: About you

This section of the application form is where you have the opportunity to tell us abit more about you and sell yourself, what makes you stand out from other applicants?

Please tell us about your Hobbies, Interests and Skills

Please aim for 100 words minimum, continue on a seperate sheet if required

Why do you think you are a suitable candidate for Purest Support and how do you meet the job specification for the role?

Please aim for 100 words minimum, continue on a separate sheet if required. (job specification can be found on our website)

Section 9: Convictions

All prospective workers are required to consent to an enhanced disclosure and barring service check. This will be carried out prior to employment commencing. Failure to disclose any convictions will result in your application being withdrawn.

Do you have any Convictions, Cautions or Warnings?

Yes No

Do you have a current DBS certificate on the update service?

Yes No

If you have any convictions, cautions or Warnings, Please provide details The offence(s) and date of offence(s)

Section 10: Declaration

- I understand that any offer of work will be subject to a satisfactory pre-employment & enhanced DBS checks and that the information I have supplied is complete and accurate, false information or failure to supply details required may result in the offer being withdrawn or lead to termination of work.
- I also declare that I am stating that I am legally entitled, or allowed, to work in the United Kingdom, with or without any necessary permission from the Home Office or any other relevant authority. If I have secured permission to work, I will provide copies of all documentation. I also acknowledge that if it is found that I am working without the relevant permission, my employment will be terminated with immediate effect, and all details passed to the relevant authorities
- I also declare that I have provided details of any convictions, cautions or warnings that I have on record on and prior to the date my application form being submitted.
- I also give consent to Purest Support to hold my application form, in line with Purest Support's legal document retention requirements and GDPR regulations.

Applicant Print Name

Applicant Signature

Date

Office Completion only

Date application received	Invite to Interview made/sent (date)	Outcome
Shortlisted?	Interview date	