



# STAFF APPLICATION FORM

**Fostering at modus  
Head Office Highfield House  
185 Chorley New Road  
Bolton  
BL1 4QZ**

**Telephone: 01204 399 514**

**Email: [enquiries@moduscom.org.uk](mailto:enquiries@moduscom.org.uk)**

POSITION APPLIED FOR: \_\_\_\_\_

The following information will be treated in the strictest confidence.

## 1. Personal Details

### Your details

**(Please complete this section in BLOCK CAPITALS)**

Surname: \_\_\_\_\_

First name/s: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

### Transport

Full Driving Licence?  Yes  No

Endorsements?  Yes  No

If yes, please give further details including dates:  
\_\_\_\_\_  
\_\_\_\_\_

Do you have your own transport?  Yes  No

How did you hear of this vacancy? \_\_\_\_\_  
\_\_\_\_\_

Please state what attracts you to this particular post:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Your ability to work for modus

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?

Yes  No

If yes, please give full details: \_\_\_\_\_  
\_\_\_\_\_

Are you subject to any restrictions or covenants which might restrict your working activities?

Yes  No

If yes, please give full details: \_\_\_\_\_  
\_\_\_\_\_

Are you willing to work overtime and weekends if required?

Yes  No

Please give details of any hours which you would not wish to work: \_\_\_\_\_  
\_\_\_\_\_

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment?

Yes  No

Have you ever worked for this Company before?

Yes  No

If YES, please give full details: \_\_\_\_\_  
\_\_\_\_\_

Have you applied for employment with this business before?

Yes  No

Do you need a work permit to take up employment in the U.K.?

Yes  No

How much notice are you required to give to your current employer? \_\_\_\_\_



## Criminal records check

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It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in a regulated activity. Are you on a barred list?

Yes  No

Have you any convictions, including pending, spent and unspent under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975? The post is one where you must disclose the above including cautions, reprimands, bindovers, warnings – including those that are considered spent. Any failure to disclose such information could result in disqualification, disciplinary action and subsequent dismissal. A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the CRB Codes of Practice.

Yes  No

If YES, please give full details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Interviews

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Shortlisted applicants will be asked to provide the following at interview:

- Relevant qualification certificates and or documentary evidence of training courses attended.
- Driving Licence (if applicable)

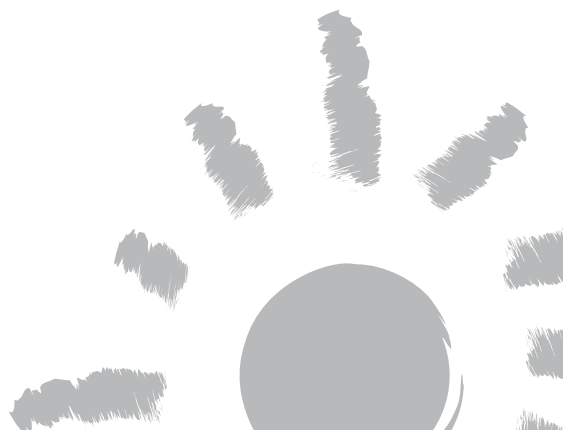
Proof of ID and current address by providing:

- Passport or photo driving licence
- Birth or marriage certificate
- Recent utility bill
- Two passport sized photographs

## Offers of Employment

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If we do not contact you within 4/6 weeks of the published closing date, or in the absence of a closing date, the date on which you submitted your application, then you have not been shortlisted for interview. All applications are however kept on file for 6 months and will be considered for future vacancies.



## 2. Education

Please account for any time not spent in education by explaining what you did in between times, for example if you attended different establishments, what did you do between the two, i.e. summer breaks, summer work, work experience etc. All gaps in education must be accounted for otherwise applicants will not be shortlisted.

Schools attended since age 11	From (MM/YY)	To (MM/YY)	Examination and results
College or University	From (MM/YY)	To (MM/YY)	Courses and results
Further formal training	From (MM/YY)	To (MM/YY)	Diploma/Qualification
Job related training courses name of organisation	Date	Subject	

Please give membership details of any technical or professional associations incl. membership number, status and dates: \_\_\_\_\_

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Please list languages spoken and the level of competence including sign language: \_\_\_\_\_

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## Present or Last Employer

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Are you currently employed?

Yes  No

Nature of business: \_\_\_\_\_

Name of present or last employer: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Job title & brief description of duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Length of service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

GSCC Registration No. if applicable: \_\_\_\_\_

## 4. Supplementary Information

### Interests, Achievements, and Leisure Activities

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(e.g. hobbies, sports, club memberships)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please state what attracts you to this post

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 5. Declaration and References

### Declaration

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I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Criminal Records Bureau. I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

Signed: \_\_\_\_\_ PRINTED: \_\_\_\_\_ Date: \_\_\_\_\_

### References

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Please give the names of three referees who will be able to comment on your ability to perform the job for which you are applying. The first should be your current or most recent employer, the second a previous employer and the third to be a personal reference. One of your professional referees must be able to comment on your suitability for the post for which you are applying. Please note that references from your spouse, partner or family members are not acceptable and that we may also take up references in respect of any previous employers from those provided without further notice from you.

Can we approach your current employer before an offer of employment is made?  Yes  No

#### Current/Most Recent Employer

Name:	
Position:	
Address:	
Postcode:	
Tel:	
Email:	

#### Other Previous Employer

Name:	
Position:	
Address:	
Postcode:	
Tel:	
Email:	

#### Personal Referee

Name:	
Position:	
Address:	
Postcode:	
Tel:	
Email:	

