

## JOB APPLICATION FORM

Please complete accurately, adding as many details as possible of your skills and experience relating to this job application. Please complete in BLOCK CAPITALS using black ink

### POSITION APPLIED FOR:

Job Title:

Where did you hear of this vacancy?

Do you know any current employees within this organisation?

### 1. APPLICANT'S DETAILS:

Title:

First Name:

Surname:

Home address:

Post code:

National Insurance no:

Telephone numbers:

Home:

Work:

Mobile:

e-mail address:

Next of Kin Details

Title:

First Name:

Surname:

Home address:

Post code:

Relationship to you:

Do you hold a current driving licence?  
 If "Yes", what transport do you have access to:

Yes / No

Are there any restrictions regarding your employment?  
 Eg. do you have a valid work permit?

Yes / No  
 If "Yes" please bring your original permit documents to your interview

If offered this job, would you continue to work in any other capacity?	<b>Yes / No</b> <i>If "Yes" please supply details on additional information page</i>
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How much notice do you need to give your current employer?	
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Care at Home Services (South East) can offer various working shift patterns e.g. daytime, evenings & weekends and in order for your application to be considered, you will need to specify your permanent availability for these shifts. As we provide services 365 days a year, we would expect applicants to be able to participate in weekend rotas in some form. We will discuss your availability in more detail in the interview, however, please give an indication of availability below:

	Days	Hours of Availability
Daytime		
Evenings		
Weekends		

Under the Care Standards Act 2000, all potential employees applying to work with vulnerable adults require a certificate of confirmation from the Criminal Records Bureau (CRB) detailing any criminal convictions or cautions etc, including those considered 'spent' under the Rehabilitation of Offenders Act 1974. We will apply for this on your behalf, in the event of a successful application, in order to assess the suitability of your application for employment in this position of trust.

Having a criminal record will not necessarily bar an applicant from working for the organisation as the nature of a disclosed conviction and its relevance to the post in question will be considered first. In the event of employment, any failure to disclose such convictions could result in withdrawal of your job offer, in dismissal or disciplinary action by the company.

We adhere to the CRB code of practice regarding the secure storage, handling, use, retention and disposal of CRB disclosures and disclosure information and with its obligations under the Data Protection Act 1998. A copy of the Data protection and Criminal Records Bureau policy is available on request. Any information supplied will be treated in strict confidence.

Have you EVER been convicted, cautioned, received a final warning, bound over or been acquitted of any offence	<b>Yes / No</b> <i>If "Yes" please supply details on additional information page</i>
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Please list the nature and details of these convictions etc. on the last page of the application form. You may be required to provide further details during your interview process.

**2. EMPLOYMENT RECORD**

Please start with your most recent employment. Your employment history should cover every job you've ever had. If you wish to expand on specific areas of responsibilities, please do so in Section 5: *Experience / Skills*.

**1. Current/most recent employer/organisation**

Name:		
Address:		
Job title:	From:	To:
Brief description of duties & responsibilities:		
Salary/ hourly rate		
Reason for leaving/changing job:		

**2. Employer/organisation**

Name:		
Address:		
Job title:	From:	To:
Brief description of duties & responsibilities:		
Salary/hourly rate		
Reason for leaving/changing job:		

**3. Employer/organisation**

Name:		
Address:		
Job title:	From:	To:
Brief description of duties & responsibilities:		
Salary/hourly rate		
Reason for leaving/changing job:		

<b>4. Employer/organisation</b>		
Name:		
Address:		
Job title:	From:	To:
Brief description of duties & responsibilities:		
Salary/hourly rate		
Reason for leaving/changing job:		

If you cannot provide a continuous employment history, please use the additional information page at the end of the application form to provide details of activities during periods of unemployment.

Have you ever been the subject of professional misconduct/disciplinary proceedings, or have any proceedings pending or threatened against you?	<b>Yes / No</b> <i>If "Yes" please supply details on additional information page</i>
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### **3. EDUCATION**

Please tell us about your education, and any qualifications which you feel are relevant to this application. (Training courses are dealt with separately in section 4). Also include any course, which you are currently undertaking. Please start with the most recent.

<b>Name of school / college / university / training body</b>	<b>Subject studied</b>	<b>Qualification / Level</b>	<b>Date gained</b>

### **4. TRAINING**

Please list any training you have received or courses you have attended in the past 2 years, which you feel will be relevant to this job role.

<b>Training Course</b>	<b>Date</b>

**5. EXPERIENCE / SKILLS**

This section is for you to supply any additional information, which you feel will support your application such as why you are interested in pursuing a career in care and what personal attributes would make you a good carer. Please also use the additional information sheet.

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**6. REFERENCES**

Please provide name, address and position/occupation of 4 referees. Please provide at least 2 employer referees including your current or most recent employer. References will only be taken up for a successful applicant. Testimonials and references from relatives are not acceptable.

Name:	
Position:	Relationship to you:
Organisation:	
Address:	
Tel no:	

Name:	
Position:	Relationship to you:
Organisation:	
Address:	
Tel no:	

Name:	
Position:	Relationship to you:
Organisation:	
Address:	
Tel no:	

Name:	
Position:	Relationship to you:
Organisation:	
Address:	
Tel no:	

**7. DECLARATION AND SIGNATURE**

The information supplied in this application form is true and complete to the best of my knowledge.

Signature: .....

Print Name: .....

Date: .....

By signing and returning this application form you consent to this Organisation using and keeping information, such as references and CRB details, about you for the purpose of this job vacancy. If you are successful in your application, this information will be retained in your personal file whilst you are employed here and for up to six years after the end of your employment.

All information given will be completely confidential and will be considered only in relation to the application for the post advertised.

In the event of an unsuccessful job application, your form will be destroyed forthwith. This process complies with the Data Protection Act (1998).

***Thank you for completing this form.***

This Organisation is an equal opportunities employer.  
 We aim to recruit staff on their suitability for the position advertised without consideration of race, colour, nationality, ethnic or national origin, religion, disability, gender, sexual orientation, marital status, age or medical condition, including people living with HIV or AIDS.

**ADDITIONAL INFORMATION**

*You can use this page for any other information*

*Do you need to provide any further information?*

- Any restrictions regarding your employment
- Other job commitments
- Details of convictions, cautions, final warnings etc.
- Details of professional misconduct/disciplinary proceedings etc.
- Any other personal information, including availability for work


**EQUAL OPPORTUNITY MONITORING**

**Please complete this form and return to us with your application form.  
 This will help us to ensure we consider all applicants on equal ground, regardless of  
 age, gender, disability, sexual orientation and ethnic origin**

Please tick the appropriate boxes below. All information given is treated in the strictest confidence. The information provided will play no part in the assessment of your application. This information forms no part of the recruitment process. If you do not wish to complete the form, it will not influence your application in any way.

**Age**

18-24		25-35		35-55	
55+					

**Gender**

Female		Male	
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**Disability** Do you consider yourself to have a disability?

Yes		No	
Prefer not to say			

**Sexual Orientation**

Bisexual		Gay		Heterosexual	
Lesbian		Prefer not to say			

**Ethnic Origin**  
**White**

British	
Irish	
Other white background	

**Mixed**

White + Black Caribbean	
White + Black Africa	
White + Asian	
Other mixed background	

**Asian or Asian British**

Indian	
Pakistani	
Bangladeshi	
Other Asian background	

**Black or Black British**

Caribbean	
African	
Other Black background	

**Chinese or other ethnic group**

Chinese	
Other ethnic group	

**Any other**

**Not known / Not provided**

**Religion**

Christian	
Muslim	
Jewish	
Hindu	
Sikh	
Buddhist	
Other belief or religion	
None	
Prefer not to say	