

Unit 7
Albion Court
88 Attleborough Road
Nuneaton
Warwickshire
CV11 4JJ



Before completing this application form, please read attached guidance notes which will help you to complete your application.

Post applied for : _____

Note: Minimum age legislation dictates that care workers in general must be 16 years old or older. Please inform your interviewer immediately if you do not meet these specifications.

Are you permitted to work in the United Kingdom? Yes No

I require a work permit

PERSONAL DETAILS

Surname :
First Name :
Home Address :
Postcode :

Home Tel :
Mobile Tel
Work Tel :

Email :	
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National Insurance No :	
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- * Do you have a full Driving Licence that allows you to drive in the UK? Yes No
- * Do you have access to a car that you can use for work? Yes No
- * Have you ever been banned from driving, or do you have any current endorsements on your licence? Yes No
- * Does your car insurance include Class 2 business insurance? Yes No

EDUCATION/QUALIFICATIONS/TRAINING

Please give information about qualifications gained relating to the role you are applying for – please continue on a separate sheet where necessary:

EDUCATION / QUALIFICATIONS (<i>please supply copies of all certificates</i>)		
Qualifications	Date	Grade
TRAINING (If you have undertaken any relevant training to this post please give details) (<i>please supply copies of all certificates</i>)		
Course details	Date	Training provider

EMPLOYMENT BACKGROUND (please continue on a separate sheet if necessary)

CURRENT / MOST RECENT JOB				
Employer's name		Salary		
Job Title		Notice required		
Reason for leaving				
Brief Description of Duties :			Dates (month & year)	
			From	To

PREVIOUS JOBS (PAID AND VOLUNTARY)

Please detail the most recent first. Where there are gaps between jobs please indicate why, for example; continuing education, family, child care, unemployment or travelling. ***Continue on a separate sheet if necessary***

Employer's name		Reason for leaving		
Job Title				
Brief Description of Duties :			Dates (month & year)	
			From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

REFERENCES

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

CURRENT OR MOST RECENT EMPLOYER

NAME:		JOB TITLE:
ORGANISATION NAME: ADDRESS:		
POST CODE:		
TEL NO: EMAIL ADDRESS:		
CAPACITY IN WHICH THEY KNOW YOU (e.g. Line Manager)		

PREVIOUS EMPLOYER TO THE ONE ABOVE

NAME:		JOB TITLE:
ORGANISATION NAME: ADDRESS:		
POST CODE:		
TEL NO: EMAIL ADDRESS:		
CAPACITY IN WHICH THEY KNOW YOU (e.g. Line Manager)		

CHARACTER REFERENCE

NAME:	
ADDRESS:	
POST CODE:	
TEL NO:	
RELATIONSHIP TO YOU: (please note this cannot be a relative)	

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 provides that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any convictions which would otherwise be spent. The Care Home Regulations provide that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any criminal convictions, conditional discharges, bindovers or cautions that they have been subject to at any time in the past.

Your answer to the following question should include any 'spent' convictions, conditional discharges, bind-overs or cautions. The 'Company' actively promotes equality of opportunity for all as stated in its Equal Opportunities policy, which can be found in your handbook or at your local office.

Have you ever been convicted of a criminal offence or received a Police

Conditional discharge, bind-over, caution, warning or reprimand? **Yes** **No**

Have you ever been issued with a Penalty Notice for Disorder? **Yes** **No**

If so, what was the offence?Date

Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application for employment with this company. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any vacancy.

DECLARATION

I have completed an Application for a Criminal Disclosure and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.

I also give permission for a copy of the disclosure to which I am subject, being made available to a named Authorised Person upon written request, who acts on behalf of a National Government or Local Government Department for auditing purposes.

Name: _____

Signature: _____

Date: _____

HEALTH DETAILS

The position for which you are applying requires physical effort (including sitting, standing, carrying, walking, moving and handling people), mental effort (including dealing with emergencies and short-notice changes to work in a fast-paced environment) and possible emotional/psychological effort (including dealing with bereavement and challenging behaviour in a potentially stressful environment)

Do you have any health conditions that would prevent you from meeting these intrinsic requirements for which the company might need to make reasonable adjustments? (If yes, please be aware that we may need to discuss these with you at your interview)

Yes

No

If you answered 'yes', **please provide brief details:**

What adjustments (if any) need to be made to the working environment to accommodate your disability?

Please give details of all absences from work in the last 12 months (except holidays):

NEXT OF KIN

FULL NAME:	
RELATIONSHIP TO YOU:	
TEL NO:	
ADDRESS:	

GP DETAILS

GP'S NAME:	
TEL NO:	
ADDRESS:	
(YOUR GP WILL NOT BE CONTACTED WITHOUT YOUR PERMISSION)	

The Data Protection Act 1998 requires that any staff handling personal data on others must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held on them and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In implementing the legislation, Carewatch adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application.

If you are unsuccessful in this application, we will keep this form on file for 6 months should you wish to be considered for other vacancies within the organisation.

Please tick to show your agreement to this.

SHORT LISTING INFORMATION

Skills and Abilities/ Knowledge & Experience/ Qualities

This is an important part of the application. Tell us why you are applying for this job. You should also show how you meet the requirements of the person specification by providing details of your experience, skills & knowledge gained in employment, voluntary work or elsewhere.

Please continue on a separate sheet if necessary

Your availability

It is really important to us that we know when you re available for work so please do your best to ensure that the information you provide in this section is correct.

What is the earliest date you could start work with us? ____/____/____

Do you have any holidays etc. already booked? Yes - please give dates below No

Please tick here to indicate when you would usually be available for work:

	Morning	Lunchtime	Teatime	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there anything else we should know about your availability?

DECLARATION

Please read the following statements carefully. If there is anything you do not understand, **please ask before you sign at the bottom of the page.**

- I, the job applicant named on the front of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:
- The company may make checks to verify the information I have provided;
- Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal;
- The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the Data Protection Act 1998;
- The company will use the personal information I have provided to decide if I am suitable for the job I have applied for;
- Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the company does use my personal information for statistical analysis, it will be anonymised;
- If my application is unsuccessful, the company will keep only basic information about me and destroy the rest;
- If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment);
- The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner;
- Any offer of employment will depend on the receipt of satisfactory employment references and the satisfactory completion of a DBS.
- I will be liable for the cost of my DBS certificate;
- I will be required to complete a pre-employment induction training programme prior to my starting work with the company;
- My attendance on the induction training programme will not indicate any offer (on the part of the company) or acceptance (on my part) of employment and that the time I spend on the induction programme will therefore not count as working time for the purposes of calculating the company's compliance with National Minimum Wage regulations;

Signed _____ **Dated** _____