

Confidential Application

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Position Applied for & Location	
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Personal Details			
Title		First Names	
Surname		National Insurance No	
Date of Birth		Nationality	
Permanent Address		Home Telephone number	
Email address		Mobile number	

Next of Kin		
Full Name	Relationship	Contact Number

Do you hold a full UK driving License? <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you hold a current business vehicle insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Availability

Please note: you will be required to work bank holidays, every other weekend and the Christmas and New Year period. For the Christmas and New Year periods all annual leave is frozen. We will endeavour to utilise the time you are available but cannot guarantee full hours (as this is dependent upon client requirements) particularly if the hours you are available are limited to specific time slots during the day.

We work on a two-week rota with all care workers working alternative weekends.

Day	Start time	Finish time		Day	Start time	Finish time
Monday				Friday		
Tuesday				Saturday		
Wednesday				Sunday		
Thursday						

Day	Start time	Finish time		Day	Start time	Finish time
Monday				Friday		
Tuesday				Saturday		
Wednesday				Sunday		
Thursday						

Education and Qualifications

Please give details of **secondary** and **further education** including any A levels or equivalent vocational courses.

Dates (mm/yyyy)		School/College/Other institution	Qualifications obtained and grade/level
From	To		

Please give details of any **higher** education and equivalent courses

Dates (mm/yyyy)		School/College/Other institution	Qualifications obtained and grade/level	Name of awarding body
From	To			



Please give details of any **professional** or **vocational** and **Training** qualifications you hold that are relevant to your application.

Dates Obtained	Qualifications obtained and grade/level	Name of awarding body

We require evidence of all training/qualifications. If you are invited to an interview, please supply the certificates.

Tell us about your practical experience, including your qualifications and any relevant courses you've attended.

Please give relevant details and dates of any training or courses you have attended (e.g. First Aid, QCF, Food Hygiene, Manual Handling etc.)

Employment history

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment.

Due to safe recruitment guidelines, we require a full work history with dates and reasons for leaving.

Present Employment

Job Title		Employer Name	
Current salary		Address	Postcode:
Current Scale (if applicable)			
Employed from		Employed to	

Please briefly describe your duties:



Previous Employment

Dates (mm/yyyy) From To		Name of employer	Job title	Reason for leaving

Please briefly describe your duties:

Dates (mm/yyyy) From To		Name of employer	Job title	Reason for leaving

Please briefly describe your duties:

Dates (mm/yyyy) From To		Name of employer	Job title	Reason for leaving

Please briefly describe your duties:

Dates (mm/yyyy) From To		Name of employer	Job title	Reason for leaving

Please briefly describe your duties:

Dates (mm/yyyy) From To		Name of employer	Job title	Reason for leaving

Please briefly describe your duties:



Dates (mm/yyyy)		Name of employer	Job title	Reason for leaving
From	To			

Please briefly describe your duties:

Dates (mm/yyyy)		Name of employer	Job title	Reason for leaving
From	To			

Please briefly describe your duties:

If there any gaps in your employment or education history, please explain them here

IT Skills

Training will be provided where required. Information given here will help us to plan training schemes.

Microsoft Office	Basic	Competent	High
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Referees

Please give the name of two people who have consented to act as referees on your behalf, one of whom should be your present line manager or most recent employer. References from previous employers should cover the last two years, (referees for qualified Nurses must be professional). If you are a student, please give an academic referee. The appointment cannot begin until two satisfactory are received. If you are applying for a post which requires unsupervised access to vulnerable adults, the company reserves the right to approach any past employer for a reference.

Please complete all contact information including email and telephone details

Referee one

Name	
Position	
In what capacity do you know the referee?	
Name of organisation	
Address	
	Postcode:
Telephone number	
Email	

Referee two

Name	
Position	
In what capacity do you know the referee?	
Name of organisation	
Address	
	Postcode:
Telephone number	
Email	

Referee three

Name	
Position	
In what capacity do you know the referee?	
Name of organisation	
Address	
	Postcode:
Telephone number	
Email	

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to any prior work with children or vulnerable adults, we will seek information about and past disciplinary issues relating to children and/or child protection and adult safeguarding concerns you may have been subject to. If you have any concerns about this please contact HR on 01235 848822 to discuss the issues.

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details

Personal Declarations

The position for which you are applying involves contact with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are **not** entitled to withhold information about police cautions. Bind-overs, or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or bound over or given a caution?

Yes

No

If Yes please give details:

I understand that if my application is successful I will be required to obtain an enhanced level DBS.

Health Details

In this section, if the answer is yes to any of the questions, please give full details in the space provided. If we have any concerns about your fitness for work, employment will be subject to satisfactory medical reports.

Have you ever had:		Additional information to Yes response
Tuberculosis, asthma, bronchitis or chest problems?	Yes/No	
Chest pain, heart condition or raised blood pressure?	Yes/No	
Blackout or fits?	Yes/No	
Depression or mental illness?	Yes/No	
Migraines, if yes, how often	Yes/No	
Rheumatism or arthritis?	Yes/No	
Back pain?	Yes/No	
Typhoid or other gland trouble?	Yes/No	
Digestive or bowel disease?	Yes/No	



Diabetes, thyroid?	Yes/No	
Bladder or kidney trouble?	Yes/No	
Dermatitis or skin trouble?	Yes/No	
Varicose veins?	Yes/No	

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or expected to last at least 12 months) and adverse effect on the person’s ability to carry out normal day-to-day activities.

The list below contains examples of the types of impairment:

- Physical impairment such as difficulty using your arms or mobility issues which means using wheelchair or crutches
- Sensory impairment, such as being blind/having a serious visual impairment or being deaf/having a serious hearing impairment
- Learning disability such as dyslexia or cognitive impairment such as autism
- Long-standing illness or health condition such as cancer, diabetes, chronic heart disease, or epilepsy.

If you have answered YES do you require any particular facilities or adjustment to assist you:

A. To attend the interview?

If yes, please provide details

B. If you are offered employment?

If yes, please provide details

We will interview all people with a disability that meet the minimum essential criteria for the position.

Working Time Disclaimer

The 48-hour working week limitation, a laid down in the Working Time Regulation 1998

The definition of working time is all paid hours with the exception of any unpaid breaks the start of the reference period to work out weekly breaks immediately preceding the current week. The regulation states that over a period of 17 weeks your average hour shall not exceed 48 hours.

All hours are monitored as per government regulations and directives.

You have a choice to opt out of this restriction be negotiation with the company.

If you have any questions regarding this directive, please ask before signing?

Option 1:

I.....agree to work within the 48-hour directive

Option 2:

I.....agree to opt out of the maximum average working week.

Declaration – Please Read Carefully

For the purpose of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of Home Helpers Care Selsley Limited relating to the subject matter of this form being processed by them in administering for the recruitment process. Home Helpers Care may also look at social media accounts.

I declare that the information I have been given on this form is complete and accurate and that I am not banned or disqualified from working with vulnerable adults nor subject to and sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed		Date	
Print Name			

All candidates applying for employment via email or online will be required to sign and date this form if invited to attend an interview.