

Care Worker Job Application

If you need this form in large print,
please contact the office.



Please complete **all** fields in black or blue ink using **block capitals**.

Your personal information

Title:

First Name:

Middle Initial:

Surname:

Date of birth:

Address:

.....

.....

Postcode:

Home Phone No:

Mobile Phone No:

Email address:

What is the earliest date you could start work?/...../.....

Where did you hear about this position (tick)?

Local press

National press

Ad in shop

Job centre

Website

From a friend

other (*please specify*)

National Insurance Number:

Sex (tick)

Male

Female

Do you have any disabilities or health conditions that would affect your ability to do this job? Yes No

We welcome applications from people with disabilities, but if you answered 'yes' above, please describe any extra help or support (if any) that you might need to enable you to do your job:

.....
.....

Do you hold a Driving Licence valid in the UK? Yes No

Can you provide evidence that you are legally entitled to work in the UK? Yes No

If yes what documents will you be providing to prove this?.....

.....

Your availability for work

We need to get an idea of the times and days that you may or may not be available to work. Please tick the boxes below as appropriate:

I am will available for work at the following days or times (*tick all that apply*)

Weekday Morning Weekday Lunch Weekday Evening Overnight

Weekend Morning Weekend Lunchtime Weekend Evening

Please note that we do ask ALL employees to work every other weekend

Is there anything else you would like to tell us about when you will be available to work?

.....
.....
.....

Spoken and written languages

Please tell us about the languages that you can speak or write (tick as appropriate)

Language		Level 1-5 (5 = excellent)
.....	Speak <input type="checkbox"/> Written <input type="checkbox"/>	1 2 3 4 5 (please circle)
.....	Speak <input type="checkbox"/> Written <input type="checkbox"/>	1 2 3 4 5 (please circle)
.....	Speak <input type="checkbox"/> Written <input type="checkbox"/>	1 2 3 4 5 (please circle)
.....	Speak <input type="checkbox"/> Written <input type="checkbox"/>	1 2 3 4 5 (please circle)

Any further information regarding languages you would like to tell us about

.....
.....
.....
.....

Your Qualifications

Do you have either of the following (please tick)

NVQ2 or QCF level 2 diploma in Health and Social Care

NVQ3 or QCF level 3 diploma in Health and Social Care

Please tell us about any other relevant formal qualifications that you may have achieved (including any Maths or English qualifications):

.....

.....

.....

When did you leave full-time education

Month:

Year:

Your Work History

Please give details of all paid or voluntary work you have done (starting with the most recent) accounting for periods of unemployment, education etc. (use extra sheets if necessary)

Dates (month/year)	Employer Name & Address	Position Held	Summary of Duties	Why did you leave (tick)
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A

Dates (month/year)	Employer Name & Address	Position Held	Summary of Duties	Why did you leave (tick)
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A
				Resigned Dismissed Redundancy N/A

Your referees

Office Use Only:

Please provide details of two people to whom we may write for a reference.

If you have been employed before, the first referee **must** be your most current or most recent employer as listed in your 'Your Work History' (section 5 above), **unless** you can provide a valid reason where indicated. If you cannot provide your current or most recent employer as your first referee, please give details of your next most recent employer as your first referee.

If you cannot provide a previous employer as your first reference, you may give the name of a former teacher or tutor that knows you well. Failing that, you may give details of a person of standing (e.g. a doctor, lawyer, recognised religious leader, teacher etc.) who knows you, either professionally or personally.

Friends or relatives or colleagues not senior to you are not acceptable as referees.

First referee

Name					
Organisation or School/ College Address					
Post Code					
Phone No.					
Email Address					
Dates of employment/ study	Month	Year	To	Month	Year

If this referee is based outside the European Economic Area, Please tick here to indicate that you consent to our contacting them for a reference

Second referee

Name					
Organisation or School/ College Address					
Post Code					
Phone No.					
Email Address					
Dates of employment/ study	Month	Year	To	Month	Year

If this referee is based outside the European Economic Area, Please tick here to indicate that you consent to our contacting them for a reference

If one of these referees is not your most recent employer please explain why:

.....

.....

.....

Criminal Records Declaration

Please read the following policy statement and answer the following questions. (tick)

Criminal Records Disclosures - Policy Statement

Before you are permitted to carry out personal care on behalf of our organisation, you will be required to undergo an enhanced Criminal Records Bureau Disclosure. Please read the following:

- As an Organisation using the Criminal Records Bureau (DBS) Disclosure Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against the subject of a Disclosure on the basis of a conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, and this includes people with an offending background.
- We have a full written policy addressing the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A risk assessment has indicated that a Disclosure request is both proportionate and relevant to the position you are applying for. All application packs and job adverts for this position contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure forms part of the recruitment process (as for this position), we expect all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- We ensure that all those in our organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
- We keep DBS Disclosures confidential; information contained in a Disclosure will only be shared with people within our organisation that have responsibility for making decisions about recruitment and selection and will not be disclosed to third parties without the subject's consent (except where we are required to share information by law).
- We do not photocopy or scan DBS Disclosures except where required to do so by the DBS.
- We retain DBS Disclosures for no longer than is necessary in line with standards agreed with the DBS and our regulator. Disclosures that are no longer required are securely destroyed.

Have you ever been convicted of a criminal offence?

Yes No

Have you ever received any official cautions, reprimands or warnings?

Yes No

To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?

Yes No

If your answer to any of the above questions is 'yes', please provide details

.....
.....
.....

Note - Because of the nature of the work for which you are applying, the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 do not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in termination of your employment.

Declarations

Please read and confirm that you understand and agree to the following:

Your personal information

The information you have provided in this form (and any other personal information we may receive from you or your referees) is confidential and will be handled in line with the Data protection act 1998.

Your information will be used to make a decision about whether or not you are suitable for the position you have applied for. Prior to such a decision being made, your information will not be used for any purpose other than monitoring of our recruitment processes. Where your information is used to statistical analysis, it will be anonymised

If your application is not successful, we will retain only basic information about you; all other information will be destroyed.

If your application is successful, the personal information you have provided will be used for legitimate purposes in relation to your on-going employment; your contract of employment, which you will be asked to sign before starting work, will include further detail on how your information may be used.

If any of the referees that you have named in this form are based outside the European Economic Area (EEA), your consent to our pursuing references from those named, even if this means sending basic personal information about you (name and date of birth) outside the EEA.

By signing this form, you confirm that you understand this privacy notice and you consent to our processing your personal information for the purposes described or as otherwise permitted or required by law in line with our registration with the information commissioner.

Do you understand and agree to this statement? Yes No

General Statement - *I declare that the information I have given in this application is accurate and true to the best of my knowledge. I understand that the company may make checks to verify the information I have provided and that providing misleading or false information may disqualify me from appointment or, if I have already been appointed, may result in my dismissal.*

Do you understand and agree to this statement? Yes No

Did you complete this application form yourself? Yes No

Signed: **Date:**/...../.....

What happens now

- **If you received the form by post**, return it in the pre-paid envelope provided along with your completed Equalities Monitoring Form. We will be in touch with you to notify you of whether you will be invited to an interview.
- **If you downloaded the form from the internet**, post it to the branch from which you would like to work (you will find the relevant address at www.sterlinghomcare.co.uk), making sure that you also download and complete the Equalities Monitoring Form. We will be in touch with you to notify you of whether you will be invited to an interview
- **If you completed the form at one of our offices**, hand the form back to the person that gave it to you, along with your completed Equalities Monitoring Form. It will be explained to you in person what will happen next.