

**Application form**

**2 Vauxhall Crescent, Smiths Wood, Birmingham, B36 9JT**

**07957740198**

**info@united-homecare-ltd.com**

**Application Form**

The application form is used to assess your ability to undertake the role that you have applied for. It is therefore vital that you complete this form with as much detail as possible, giving examples where you have been successful in your previous roles or experiences and giving as much information as possible in order to support your application.

|  |  |
| --- | --- |
| **Position applied for:**  |   |
| **Approx. no. of hours wanted**  |   |
| **Full-time / part-time** (please circle which you want to work)  | **Days/** **Nights/Mornings/Afternoons/Evenings/ Weekends only** (please circle which you are able to work)  |
| **Surname:**  | **First name(s):**  |
| Previous surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc):  |   |
| **Current address:**  |  **Date of Birth:**  |
| Post code:  | Moved to this address on (date):  |
| **Previous addresses:** |   |
| Post code:  | Moved to this address on (date):  |
| **Telephone number**:  | **Email address:**  |
| Own Transport (Yes/No): How long has your licence been held?  | Clean current driving licence: Endorsements:  |
| **Details:**  |  **National Insurance Number:**  |
| **If applying and you are between 16 and 18 years of age, will you be continuing in part time education?** |

# EDUCATION

|  |  |
| --- | --- |
| School/College/University  | Examinations Passed/Qualifications gained  |
|           | *(Please supply copies of certificates)*       |

# TRAINING HISTORY/PROFESSIONAL STATUS

|  |  |  |
| --- | --- | --- |
| Date of Graduation/Qualification  | Location/Details  | Notes  |
|                | *(Please supply copies of certificates/membership details)*        |   |

# SHORT COURSES ATTENDED

|  |  |
| --- | --- |
| Subjects  | Location  |
|          |      |

# EMPLOYMENT HISTORY

To meet regulatory requirements, you need to include at least three years employment history.

Start with the Current/most recent first and include information to cover the whole of your work history since leaving school. State the reasons for **any** breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

|  |  |
| --- | --- |
| **Name and address of your most recent/last employer:**  |   |
| Date employed from and to (please give exact dates)  |   |
| Nature of business:  |   |
| Position held and reason for leaving:  |   |
| Salary / Rate:  |   |
| **Name and address of Employer prior to the employer listed above:**  |   |
| Date employed from and to (please give exact dates)  |   |
| Nature of business:  |   |
| Position held and reason for leaving:  |   |
| Salary / Rate:  |   |
| **Name and address of Employer prior to the employer listed above:**  |   |
| Date employed from and to (please give exact dates)  |   |
| Nature of business:  |   |
| Position held and reason for leaving:  |   |
| Salary / Rate:  |   |
| **Other roles** (use additional sheet):  |   |
|   |   |
|   |   |
|   |   |
|   |   |

|  |
| --- |
| **Please give details of any gaps that have occurred in your employment here.**       |
| **ASSISTANCE WITH INTERVIEW AND ASSESSMENT** Do you require us to make any special arrangements in order for you to participate in the recruitment process? For example, large print forms? Or additional time to complete forms? Yes / No If yes, please give details:      |

# REFERENCES

You must provide references from your two most recent employersand covering three years employment history. Please provide an additional personal 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.

|  |  |
| --- | --- |
| Referee 1 Name (most recent employer):  |  Job Title:  |
| Address:  |   |
| Post code:  |  E-mail: |
| Tel No:  |   |

# Previous employer to the one above (please use continuation sheet if required)

|  |  |
| --- | --- |
| Referee 2 Name:  |  Job title:  |
| Address:  |   |
| Post code:  | E-mail:  |
| Tel No:  |   |

# Personal reference

|  |  |
| --- | --- |
| Name:  |   |
| Address:  |   |
| Post code:  |  E-mail: |
| Tel No:  |   |
| Relationship to you:  |   |

# CRIMINAL RECORD DECLARATION AND REHABILITATION OF OFFENDERS ACT

The position you have applied for has been identified as being an 'eligible position’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 [the Exceptions Order] and, in certain circumstances, the Police Act 1997. As such, it meets the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

DBS disclosure certificates contain information about any convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended) - see highlighted note in the section below. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

Please be aware that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (S.I. 2013/1198) made amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to provide that certain spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check, and employers cannot ask for information about protected convictions or cautions and/or take these into account when considering you for appointment.

Before you complete this form please read guidance and criteria for the filtering of these convictions and cautions which can be found on the Disclosure and Barring Service website at: www.gov.uk/government/disclosure-and-barring-service

Before you can be considered for appointment within a care setting, we need to be satisfied about your character and suitability.

Where the position has, in addition, been identified as a regulated activity under the Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedom's Act 2012) an enhanced DBS disclosure will include information which is held on the Children's and/or Adults barred list(s), as applicable to the position.

We aim to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re- assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other such information declared.

|  |
| --- |
| **Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.**  |
|  |
| **SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING**  |
| I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be affected.The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1998 defines ‘sensitive personal data’ as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal, or sentence.  Where you are applying for a position which involves regulated activity, this will also include any barring decisions made by the Disclosure and Barring Service (DBS) against the Children’s or Adults barred lists under the terms of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedom's Act 2012).  The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.  Once a decision has been made concerning your appointment, we will not retain this declaration any longer than necessary. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the organisation who are authorised to view it as a necessary part of their work.   In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.   I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |