COMPLETE CARE NEEDS APPLICATION FOR EMPLOYMENT FORM

**IF YOU NEED THIS FORM IN LARGE PRINT PLEASE CONTACT THE OFFICE**

**PLEASE COMPLETE ALL FIELDS IN CAPITAL LETTERS**

**DATE OF APPLICATION**

**POSITION APPLIED FOR:**

**PART 1-YOUR PERSONAL INFORMATION**

**TITLE.**

**FIRST NAME**

**LAST NAME**

**ADDRESS.**

**POST CODE.**

**PHONE**

**NUMBERS:**

 **EMAIL ADDRESS:**

 **DO YOU HAVE THE RIGHT TO WORK IN THE UK?**

**WHAT TYPE OF RIGHT TO WORK DO YOU HAVE?**

**STUDENT VISA:**

**DEPENDANT VISA:**

**SKILLED WORKER ON ANOTHER SPONSOR LICENSE**

**SKILLED WORKER SPONSOR APPLICATION:**

**WORK PERMIT HOLDER:**

**BRITISH CITIZEN:**

**IRISH CITIZEN:**

**EU CITIZEN:**

**What documents will you produce to provide you are legally entitled to work in the UK?**

**The Nature of Complete Care Needs’ Business requires you to drive**

 **YES : Country of issue:**

**Do you driving license valid in the UK?: License Number:**

 **NO**

 **If you have a license from outside the UK with a valid time limit do you undertake to obtain a UK License before the time limit expires? : YES. NO**

**NATIONAL INSURANCE NUMBER**

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**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 and or support (if any) that you might need to be able to do your job:**

**PART 2- YOUR AVAILABILITY**

**It is important to us that we know when you are 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 can start work with us?**

**Do you have any holidays etc already booked? :YES/NO. please give dates below.**

**DO YOU HAVE THE USE OF YOUR OWN VEHICLE FOR WORK? YES** / **NO**

**IF YES DO YOU HAVE BUSINESS INSURANCE FOR IT? YES/NO**

**IF NOT DO YOU COMMITTEE TO GETTING A VEHICLE ON GETTING THE JOB? YES/NO**

**THE NATURE OF COMPLETE CARE NEEDS BUSINESS REQUIRES EVERYONE WOKER TO WORK ON A ROTA BASIS AND TO BE ABLE TO WORK ANY DAYS MONDAY TO SUNDAY INCLUDING PUBLIC HOLIDAYS AND BANK HOLIDAYS.**

**Is there anything else we should know about your availability?**

**PART 3-YOUR SKILLS AND QUALIFICATIONS**

**Please tell us about the languages you can speak and/or write**

 **Speak. Write. Level of my skills is**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language**  | **Speak**  | **Write**  | **Competent**  | **Good**  | **Excellent**  |
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**Do you have an NVQ/QCF Level 2 (or above) in Health & Social Care? : YES/NO**

**Have you completed the Care Certificate (England) ? YES/NO**

I you answered yes to either of the above, you must provide the certificate or other evidence of completion.

**If not are you willing to complete the Care Certificate as part of your assessment as to your suitability for the job? YES/NO**

**Please tell use about any other relevant formal qualifications you have achieved (including any Maths and English qualifications)**

**MONTH. /. YEAR**

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**When did you leave full-time education?**

[Get your reader’s attention with a great quote from the document or use this space to emphasise a key point. To place this text box anywhere on the page, just drag it.]

**PART 4- YOUR WORK HISTORY.**

**We are required by law to make sure we know about the work you have done in the past, as well as periods you may have spent out of employment. Therefore, please list your full employment history here, including any voluntary work . Please give an explanation of the gaps in your employment history. You may use extra sheets if you need more space.**

**Please start with your current or most recent employment and work backwards.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From: Month/Year** **To:** | **Employer or educational establishment Name and Address**  | **Job position**  | **Summary of duties or if studying name of course**  | **Why you left** |
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**PART FIVE-YOUR REFERENCES**

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

If you have been employed before the first reference **must** be from your most current or most recent employer as listed in your ‘Work History ‘**unless** you can provide a valid reason. If you can not provide your current or most recent employer as first referee, please give details of your next most recent employer as first reference.

If you can not give details of any previous employment as first reference, you may give details of a former teacher or tutor that knows you well. Failing that we may accept a reference from a person of professional standing in the community ( e.g. doctor, lawyer, Accountant, recognised religious leader or teacher.

**Friends and relatives that are not senior to you are not acceptable as referees. All references will be verified.**

**First referee. (** should be current or most recent employer or tutor )

Referee’s name. Position

**Name of Organisation/School or College**

**Address and Post Code (**if applicable)

**Phone**

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 **Email**

**From Month/Year. To Month/Year**

**Date of employment or study**

**Second Referee**

Referee ‘s name. Position

**Name of Organisation/school or college**

**Address and Post Code** (if applicable)

**Phone. Email**

**From Date/ Month. To. Date/ Month**

**Dates of employment or study**

**PART 6- Criminal Records Declaration**

**Care workers work with vulnerable people and we take our responsibility to protect them very seriously. Your appointment will depend on the satisfactory completion of a criminal records disclosure.**

Please read the Appendix at the bottom of this part carefully and then answer the following questions.

**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 a criminal proceedings (**eg. Charged or summoned but not yet dealt with) **or any police investigation? YES. NO**

**If you answered ‘yes ‘ to either of the three previous questions, please provide details:**

**NOTE –** Because of the nature of the work for which you are applying, the provisions of the 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 spend 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. If you would want to know more about our **policy** on the recruitment of ex-Offenders, please ask.

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**Do you consent to our applying for an enhanced criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (**which ever occurs first)? **YES. NO**

**Criminal records disclosures – our policy**

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

**PART 7** – **SUITABILITY FOR THE JOB**

Please read the care worker job description and answer the following questions.

Have you read and understood the care worker job description? **Yes**

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? **YES. NO**

 (If yes, please be aware that we may need to discuss these with you at your interview)

If you answered ‘yes’, please provide brief details:

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**PART 8** – **DECLARATIONS**

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, which I will sign before I start work, will include further detail on how my information may be used);
* 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 criminal records disclosure (see part 6 above);
* I will be liable for the cost of my initial criminal records disclosure but that the company will bear the cost of any future disclosures that need to be made;
* 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) 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;
* I will be liable for the cost of my induction training (£85) and any uniform given to me (£22) if I leave the company’s employment within six months and that this sum may be deducted from my wages.

**Signed. Dated**

**What happens now?**

If you received this form by post, return to us along with your completed Equalities Monitoring Form.We will be in touch with you to tell you whether you will be invited to an interview.

If you received the form by email please email it back to the email address you received it from , making sure that you also complete and attach the Equalities Monitoring Form. We will be in touch to tell you whether you will be invited to an interview.

**Please help us with our advertising monitoring by answering the following questions**

**How did you hear about this job?**

|  |  |
| --- | --- |
| **Google** |  |
| **Company Website**  |  |
| **Jobcentre** |  |
| **Other search engines**  |  |
| **From a friend**  |  |
| **Other : (please specify )** |  |

If you were told by someone who works for us, please tell us their name.

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**THIS PAGE IS FOR OFFICE USE ONLY**

**Application form assessed by**

**Name. Position**

**On the basis of the completed application form, is the applicant suitable to progress to a selection interview? YES. NO**

**If “NO” please explain why:**

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**Applicant Rejection communicated to applicant: YES. NO**

**Applicant invited to interview (**if successful)

**Signed: Date**

**ADDITIONAL NOTES:**

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