

Home Care & Support Limited Employment Application Form

POSITION APPLIED FOR: _____

PERSONAL DETAILS. (This information is kept strictly confidential)

Name:		
<small>Please write (and underline) surname first, followed by given names</small>		
Address & the Post Code:		
Email Address		National Insurance Number:
Tel. No.	Mobile:	Date of Birth:
Are you a British or EU Citizen: YES/NO. If NO, please state the type of visa you hold:		
Are you presently employed: YES/NO		If YES, Period of notice:
Do you hold a valid Driving License: YES/NO		Do you have the use of a car? YES/NO

EDUCATION

	From	To	Highest Examination Passed
School Education			

HIGHER EDUCATION

College or University	From	To	Highest Level Attained

VOCATIONAL TRAINING

Name of Organisation	From	To	Level Attained

LANGUAGE PROFICIENCY

English: (Speaking) Very Good/Good/Low	(Writing) – Very Good/Good/Low
Other languages known:	

KNOWLEDGE OF DELIVERING CARE

Do you have previous experience in delivering care to vulnerable persons:

Details of formal experience with care related training, if any.
Other care experience (<u>Example</u> : for a family member or on a voluntary basis) if any.

EMPLOYMENT DETAILS:

Please enter starting from present or last employment and going backwards, including details of employment outside the U. K. (Please explain the reason for gaps, if any)

Names & Addresses of Employers	Period of Employment	Positions Held & Main Duties	Reasons for Leaving

DETAILS OF DISCIPLINARY ACTIONS OR TERMINATIONS, IF ANY THAT YOU HAD

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DAYS & TIMES YOU ARE AVAILABLE FOR WORK AT HOMECARE BROMLEY

MORNING SESSION								EVENING SESSION						
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	

Please mark X in the cage below the DAY in the Morning or Evening Session or both [Morning Session is 07:00 to 14:00 hours. Evening Session is 14:00 to 22:00 hours]

START DATE OF EMPLOYMENT

Please indicate below the earliest date you can start, if you are offered employment

Please indicate below details of holidays if any, that you may have booked within 15 weeks of the start date of employment that is given above.

DISCLOSURES

In the event I am offered a position in the Company, I understand that employment is subject to a criminal record check (CRB) under the Disclosures & Barring Scheme and I am completing a separate Criminal Record Declaration.

DECLARATION

I declare that I have completed this form truthfully and accurately. I am aware that any false information or deliberate omissions may disqualify me and/or render me liable to a charge of Gross Misconduct that could lead to dismissal after I take-up employment.

Signature:

Date:

REFERENCES

Please give the names of two persons (one of whom should be your present or last employer) from whom the Company could obtain references. The referees should not be your family members, spouse or partner. Can we contact your present employer before you commence employment with us? YES/NO

(1)

(2)

Name:	Name:
Job Position:	Job Position:
Address:	Address:
Post Code:	Post Code:
Telephone No.	Telephone No.
<u>In what capacity do you know the referee:</u> (a)Employer or superior or colleague: () (b)Tutor or Mentor: () (c) Friend or Acquaintance: () (d) <u>Other</u> (Please specify): ()	<u>In what capacity do you know the referee:</u> (a)Employer or superior or colleague: () (b)Tutor or Mentor: () (c) Friend or Acquaintance: () (d) <u>Other</u> (Please specify): ()

DECLARATION OF CRIMINAL RECORD SUBMITTED TO
HOME CARE & SUPPORT LIMITED
[This information is kept strictly confidential]

NOTE TO THE APPLICANT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation Act 1974, by virtue of the Rehabilitation Act 1974 (Exemptions order 1975) applicants are therefore not entitled to withhold information about convictions which, for other purposes, are "spent" under the provisions of the act. You are therefore required to disclose any "spent" and/or "unspent" cautions and/or convictions. You are also required to disclose any cautions and/or convictions you have acquired subsequent to joining the company. In the event of work, any failure to disclose such convictions could result in dismissal or disciplinary action by the company. If you are successful with your application, you will be required to undergo a Criminal Records Bureau enhanced disclosure.

Note: Any information given will be kept completely confidential and will be considered only in relation to your application for employment.

Please give below details of any criminal cautions and/or convictions (continue on additional sheet of paper if necessary):

FOR THE APPLICANT

The above details relating to criminal convictions and/or warnings are true and a complete record relating to me.

Applicant's signature:

Date:

FOR COMPANY USE

The Declaration of Criminal Record is noted and has been dealt with as required.

Manager's signature:

Date: