

Recruitment Pack

Application form



Extra Care Home Services Limited  
 24 Market Place  
 North Walsham  
 Norfolk  
 NR28 9BS  
 United Kingdom  
 01692 500714

The recruitment process within this organisation has a minimum of two stages.

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information.

PLEASE COMPLETE FULLY AND IN CAPITALS.

<b>Position applied for:</b>	
<b>Approx. no. of hours wanted</b>	
<b>Full-time / part-time</b> (please circle which you want to work)	<b>Days/ Nights/Mornings/Afternoons/Evenings/ Weekends only</b> (please circle which you are able to work)
<b>Surname:</b>	<b>First name(s):</b>
Previous surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc):	
<b>Current address:</b>	
Post code:	Moved to this address on (date):
<b>Previous address</b> Note: For Criminal Record check purposes, addresses covering the five years up to the application date must be supplied. If necessary, use another sheet of paper.	
Post code:	Moved to this address on (date):
<b>Telephone number (home):</b>	Telephone number (work - <i>will be used with discretion</i> ):
Own Transport (Yes/No): How long has your licence been held?	Clean current driving licence: Endorsements:
<b>Details:</b>	

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**EDUCATION**

School/College/University	Examinations Passed/Qualifications gained
	<i>(Please supply copies of certificates)</i>

**TRAINING HISTORY/PROFESSIONAL STATUS**

Date of Graduation/Qualification	Location/Details	Notes
	<i>(Please supply copies of certificates/membership details)</i>	

**SHORT COURSES ATTENDED**

Subjects	Location

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**EMPLOYMENT HISTORY**

Current/most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

<b>Name and address of your most recent/last employer:</b>	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
<b>Name and address of Employer prior to the employer listed above:</b>	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
<b>Name and address of Employer prior to the employer listed above:</b>	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
<b>Other roles</b> (use additional sheet):	

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Please give details of relevant experience. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available.

**HEALTH DETAILS**

Do you have any mental or physical disability or illness (currently or recurring) which is relevant to the post for which you are applying?  Yes / No	
If yes, please give details:	
What adjustments (if any) need to be made to the working environment to accommodate your disability?	
Please give details of <i>all</i> absences from work in the last 12 months, except holidays:	
Please give details of any illnesses/accidents/injuries in the last 2 years:	
GP's name:	
Tel no:	
Address:	
<i>(Your GP will not be contacted without your permission)</i>	

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**NEXT OF KIN**

Full name:	
Relationship:	
Tel no:	
Address:	

**IDENTITY DETAILS**

National Insurance Number:	
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**CAPACITY TO WORK IN THE UK**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes / No ( <i>delete as appropriate</i> )
If yes, please provide details.	
If you are successful in the application, would you require a work permit prior to taking up employment?	Yes / No ( <i>delete as appropriate</i> )

**Note: Minimum age** legislation dictates that care workers in general must be 16 years old or older. Please inform your interviewer immediately if you do not meet these specifications.

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**REFEREES**

You must provide references from your two most recent employers. Please provide an additional character 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.

**Current or most recent Employer**

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

**Previous employer to the one above**

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

**Character reference**

Name:	
Address:	
Post code:	
Tel No:	
Relationship to you:	

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**CRIMINAL RECORD**

Workers of The Agency are subject to the Health and Social Care Act 2008, and will be subject to a Police Record Check through the DBS. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions.

You will not be eligible for work in a care setting if you are on the ISA Register(s).

**Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.**

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**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 terminated immediately.

I understand that should I be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS. I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people.

By my signature, I authorise the organisation to request a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Equal Opportunities Monitoring Form

**THE REPLY IS ANONYMOUS AND CONFIDENTIAL.**

The organisation is committed to promoting equal opportunities for all its employees and all prospective employees.

To ensure that all applicants are dealt with equally, we wish to monitor your recruitment process and would ask for your help by completing the details below by placing a X in the appropriate box. This will allow the organisation to monitor its policies.

**PLEASE NOTE**

You do not have to complete this form. The information is given on a voluntary basis and the information provided will only be used for the monitoring purpose. Please do not enter any identifying marks on this form, so that your information remains confidential. This information will be stored on a computer.

1. **Gender:**

Male \_\_\_

Female \_\_\_

2. **Registered Disabled?**

Yes \_\_\_

No \_\_\_

3. **Marital Status:**

Married \_\_\_

Single \_\_\_

Divorced \_\_\_

4. **Children?**

Yes \_\_\_

No \_\_\_

5. **Please indicate your ethnic background:**

African \_\_\_

Asian \_\_\_

Afro-Caribbean \_\_\_

UK European \_\_\_

European \_\_\_

Other \_\_\_ ( please specify \_\_\_\_\_ )

6. **Age:** \_\_\_\_\_



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**CARER STANDARDS**

**In order to guide the interview process, we would like you to indicate your personal philosophy of care by completing the following statement. Please complete and bring with you to interview:**

<p>I believe that the purpose of care from a care service is:</p>	
<p>If I were a Service User in The Agency I would like:</p>	
<p>I believe that the Service User's family and relatives would like from The Agency:</p>	
<p>I believe that I can support a Service User in The Agency because:</p>	
<p>As a member of The Agency care team I feel valued when:</p>	
<p>I believe that a good relationship between me and the Service User depends on:</p>	
<p>I believe that I learn best when:</p>	
<p>I believe that a good working team is made by:</p>	
<p>I believe that my role in relation to the Service User is:</p>	
<p>My other beliefs and values of relevance to my job are:</p>	