

CONFIDENTIAL

Position applied for:

Personal Details

First name(s),

Surname:

Date of birth

Nationality:

Current Address

 _____ Postcode: _____

Date you moved to this address: _____ From _____ To _____

Previous Address

 _____ Postcode: _____

Date you moved to this address: _____ From _____ To _____

Contact telephone

Email Address

Emergency Contact Name

Contact telephone:

National insurance number

Driving Licences

I confirm that I am 18 years or over

Please initial here:

In line with the equality act, employers should only ask for someone's date of birth on an application form if they must be a certain age to do the job. At City Home Care, we take equality seriously and for this reason, we require only that you confirm in the box to the left, that you are aged over 18 years as this is the statutory minimum age to provide care to vulnerable people.

Present or Most Recent Post

Employer's Name			
Employer's Address			
Postcode			
Telephone	Email:		
Start Date		Left Date:	

History from Leaving school (Most recent first).

Enter details of *all* your work experience including periods of non-employment, unpaid voluntary work and study from the time of leaving school (continue on another sheet of paper if necessary).

Employment History (Company names)	Date from	Date to	Position	Reason for Leaving

Courses, Qualifications & Other Training undertaken which is relevant to this Job Application

Course / Training	Date	Awarding Body/Qualification

Please use additional sheet for more qualifications:

Mandatory Training Courses Undertaken

Course / Training	Date	Needs to Attend (tick)
Infection prevention and control		
Moving and Handling		
Safeguarding		
Health and Safety (including fire risk)		
Basic First Aid		
Medication Administration		

Attendance certificates must be provided as proof of training being "in-date", if certificates cannot be provided you will be asked to attend the next available training session.

Reasonable Adjustment for interview: Whilst we will never ask an applicant their health status until a formal job offer has been made, we welcome applications from people with disabilities.

If you consider yourself to be disabled (in-line with the Equalities Act 2010) we will guarantee you an interview if you meet the minimum requirements for this position. If you have answered 'yes' to the question above, please describe any extra help or support (if any) that you might need to enable you to do your job below.

Are you a relative or partner of an employee of the Company?

YES [] NO []

If yes, please provide name of employee and how you are related:

REFERENCES

(Please read this section carefully)

REFEREE 1 – CURRENT OR MOST RECENT EMPLOYER *(including voluntary work / education provider)*

Manager Name:	Job title of Referee:
Company name:	Company Address:
Company Telephone no:	Email address:
Relationship to you: (e.g Line Manager)	

REFEREE 2 – PREVIOUS EMPLOYER *(including voluntary work / education provider)*

Manager Name:	Position worked:
Company name:	Company Address:
Company Telephone no:	Fax no:
Email address:	
Relationship to you: (e.g Line Manager)	

Criminal Convictions

Some posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975. You are therefore asked to disclose whether you have any previous convictions, cautions, reprimands, or final warnings, regardless of whether they are “spent” or not. Most posts will be subject to criminal record checks carried out by the Disclosure and Barring Services (DBS). A criminal conviction will not necessarily debar you from employment.

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?	YES NO <i>(Delete as appropriate)</i>
If yes, please give details below:	
Do you have current DBS check Yes [] No [] <i>If yes please answer other questions below</i>	
What level?	Expiry date:
Do you have access to online DBS update:	

Declaration

I declare that the information given on this form is correct to the best of my knowledge. Information on this form may be held on computer/manual records. I understand that any false information or misinterpretation would result in my application being disqualified or if appointed, could lead to disciplinary action include dismissal. I consent to city home care Limited, in line with the Data Protection Act (1998), holding this information in a secure place. If your application is unsuccessful the data will be held for 6 months and then destroyed.

Applicant signature:		Date:	
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Return them to: contact@cityhomecare.co.uk send a typed hard copy to: **Recruitment, City Home Care, 90/B East Avenue Hayes - UB3 2HR**

FOR OFFICE USE ONLY				
Shortlisted:	YES	NO	Total Interview Score:	
Shortlisted by (print name):			Signature	
Date:				
Reason for decision:				

Entitlement to Work in the UK

Residency	
Are you required to have a UK work permit?	Yes / No
<p>The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ anyone who does not have permission to work in the UK.</p> <p>Therefore, before a permanent offer of employment can be made steps must be taken to ensure that you are entitled to work in the UK.</p> <p>Evidence of entitlement to take up employment will be sought at interview so please ensure you bring this with you should you be invited to attend.</p> <p>No offer of employment will be made until satisfactory evidence is supplied and validated.</p>	

Your Availability for work

(Please place a tick against ALL that apply)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mornings							
Lunches							
Teas							
Beds							
Sleep-in							
Nights							
Live-in							

Additional notes on your availability
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Number of hours you wish to work weekly	
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Additional Information

Languages	Religions
Fluent:.....	Christian:.....
Written:.....	Muslim:.....
Basic:.....	Hindu:.....
	Others:.....