

APPLICATION FOR EMPLOYMENT
 Strictly Private and Confidential
 For and on the behalf of Anglian Care Ltd

We need to two photos per application
 Please place photo

Please complete all relevant sections in CAPITAL LETTERS using Black Ink

Personal Details

Emergency Details

Title		Name	
Forename/s		Rel/ship	
Surname		Address:	
Date of Birth			
Status	Married / Single / Other		
Address		Post Code	
		Tel (Hme)	
		Tel (Wrk)	
Post Code		Tel (Mob)	

Tel (Home)	
Tel (Mobile)	
E-Mail	
NI No:	

Occupation of partner or spouse

Please circle

Do you hold a current Driving Licence?	Yes	No	Full	Clean
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Please detail any convictions:	
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Please circle

Full Time Employment?	YES	NO	Part Time Employment?	YES	NO
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Languages Spoken and Level of Fluency

Check relevant box

Language	Basic	Inter	Fluent
English			

EDUCATION & TRAINING

School / College / Further Education	From	To	Qualification Gained

Have you ever had an employment dispute	Yes	No
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If yes please give details

TRAINING HISTORY / RECORD

Subject	Attended		Date	Certificates provided/copied
	Yes	No		
First Aid	Yes	No		
Manual Handling	Yes	No		
Food Hygiene	Yes	No		
Fire Safety	Yes	No		
Health and Safety	Yes	No		
Medication	Yes	No		
Care NVQ Level 2	Yes	No		
NVQ4 / RMA	Yes	No		

Any Other relevant Training (Induction, POVA, Basic Life Support etc.)

Any Other Relevant Information or Interests

Employment Details

Please provide details of all previous employment and provide reasons for any gaps in employment, since leaving full time education.

Employer Name		Nature of Business	
Address		Position Held	
Post code		Salary / Hourly Rate	

Dates of Employment	From:		To:	
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Duties / Responsibilities

Reasons for leaving

Employment Details / Continued....

Employer Name		Nature of Business	
Address		Position Held	
Post code		Salary / Hourly Rate	
Dates of Employment	From:		To:
Duties / Responsibilities			
Reasons for leaving			

Employment Details

Employer Name		Nature of Business	
Address		Position Held	
Post code		Salary / Hourly Rate	
Dates of Employment	From:		To:
Duties / Responsibilities			
Reasons for leaving			

Employment Details

Employer Name		Nature of Business	
Address		Position Held	
Post code		Salary / Hourly Rate	
Dates of Employment	From:		To:
Duties / Responsibilities			
Reasons for leaving			

References

Please provide details of references for at least two referees who can provide information relating to your competency in a caring or professional role. One must be your current employer. **DO NOT** give friends or relatives as referees

Referee Name		Position Held	
Address		Contact Numbers	
		Post code	
Dates of Employment	From:		To:
Can the Company approach the above prior to Interview:		Yes	No

Referee Name		Position Held	
Address		Contact Numbers	
		Post code	
Dates of Employment	From:		To:
Can the Company approach the above prior to Interview:		Yes	No

Referee Name		Position Held	
Address		Contact Numbers	
		Post code	
Dates of Employment	From:		To:
Can the Company approach the above prior to Interview:		Yes	No

General Comments

Please detail here your specific reasons for applying for this post. Your main achievements to date and the strengths that you believe you have to bring to the role.

Cautions, Rehabilitation and Criminal Records

Due to the nature of work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exemptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. **Please Note:** Should you be successful with your application you are required to submit to a Disclosure & Barring Service (DBS) check. Any disclosure made by the DBS will remain strictly confidential.

Have you ever been convicted in a Court of Law and / or cautioned in respect of any offence?

 Yes

 No

Yes, please provide details below

Equal Opportunity Monitoring

Anglian Care is an Equal Opportunities Employer. The aim of our policy is to ensure that NO job applicant or employee receive less favourable treatment on the grounds of race, colour creed, nationality, ethnic background or national origin, religious beliefs, political opinions or affiliation, sex, marital status, sexual orientation or disability, or disadvantaged by conditions or requirements which cannot be shown justifiable. Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given equal opportunity and are encouraged to progress within the organisation. We are committed to a programme of continuous improvement to ensure this policy is effective.

This policy is monitored to ensure full and fair implementation. For this purpose only, would you please provide the following information:

Are you a person with disability?

 Yes

 No

Do you have any medical or other condition that could limit your ability to perform the position for which you are applying?

 Yes

 No

Yes, please provide details below

I would describe my Ethnic Origin:

Please tick relevant box

White	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>

Black	<input type="checkbox"/>
Asian	<input type="checkbox"/>

Black African	<input type="checkbox"/>
Other	<input type="checkbox"/>

I would describe my Sex & Nationality as:

Please tick relevant box

Male:

Female:

European

British:

Irish:

Asian:

African

Other:

Special Requirements - Care Sector

Because this position involves the care of Vulnerable Adults employment is dependent on the following:

1. Your written consent to obtain a standard / enhanced disclosure certificate from the Disclosure and Barring Service (DBS) or an approved umbrella body.
2. Your written consent to obtain a standard / enhanced disclosure certificate from the Protection of Vulnerable Adults (SOVA) agency or an approved umbrella body.
3. Such disclosures being acceptable to the Company
4. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
5. Two satisfactory written references
6. Eligibility to work in the UK (where applicable)
7. That you will supply a photograph of yourself for retention in your employee file.
8. Evidence of physical or mental suitability for your work.

Declaration (Please read carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that Anglian Care reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your Doctor). I agree that this information will be retained on my employee file during employment and for up to six (6) years thereafter and understand that this information will be processed in accordance with the Data Protection Act 1998.
3. I agree where appropriate, the company may apply to the DBS and SOVA for a disclosure certificate and to previous employers for references.

Have you ever had a employment tribunal dispute. Yes or No

Please give details of any employment - tribunal dispute. Are the dispute/s on going YES or NO

Employers name/s and details.

Signed:

Date:

Applicant's work availability. Daily times you are availability to work please tick boxes below. An example if you can work 7am to 4pm you would tick all boxes from 7pm to 4pm

	7am	10am	12pm	2pm	4pm	6pm	8pm	10pm	any hours
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

We thank you for taking the time to complete this application and wish you every success with this application.