

# EMPLOYMENT APPLICATION FORM

Enhanced Disclosure

**PLEASE NOTE:**

Complete clearly in black ink in your own handwriting. CV's alone are not acceptable. Please ensure that you address all points on the person specification and show how you would meet them.

<b>Surname</b>	Miss/Ms/Mrs/Mr/Other (please specify)*
<b>First Name</b>	
<b>Position Applied for:</b>	
<b>Department/Location:</b>	

**Data Protection Statement**

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Company to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

**Equality of Opportunity Statement**

The Company's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, disability, gender reassignment, race, ethnic origin, nationality, colour, religion, marital or civil partnership status, pregnancy, sex and/or sexual orientation, religion or belief.

### Section 1: PERSONAL DETAILS

Home Address														
Postcode:						NI Number:								
Home number:						Mobile number:								
Email Address:														
Do you hold a current driving license?	Yes					No								
If yes, is it clean?	Yes					No								
Please give details if no:														

### Section 2: ASYLUM AND IMMIGRATION

The Immigration, Asylum and Nationality Act 2006 makes it illegal to employ a person aged 16 or over who is subject to immigration control unless:

- That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or
- The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the above Act is not being contravened.

Are you eligible to work in the UK?	Yes					No								
I confirm that I am entitled to work in the UK on the following basis:														
<input type="checkbox"/> EU Citizen						<input type="checkbox"/> Permit free visa / Student Visa								
<input type="checkbox"/> Right of abode in UK						<input type="checkbox"/> Spouse of EU Citizen								
<input type="checkbox"/> Other (please state):														
If entitled to permit free status or student visa please state expiry date:														
Does your visa have any restricting conditions in the UK? (if YES provide details)						Yes				No				
Details:														

### Section 3: EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

#### SECONDARY EDUCATION

Name of School	From Month/Year	To Month/Year	Subject	Grade GCSE's, "A" Levels

FURTHER EDUCATION				
Name of College/University	From Month/Year	To Month/Year	Study/Qualification NVQ, Degree etc.	Grade

  

OTHER STUDIES/QUALIFICATION				
Name of Examining Body	From Month/Year	To Month/Year	Study/Qualification	Grade

**Section 4: TRAINING AND DEVELOPMENT**

Please give details of any training and development courses or non-qualification courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

**Section 5: PRESENT EMPLOYER DETAILS**

<b>Company Name:</b>			
<b>Position:</b>			
<b>Brief description of duties:</b>			
<b>Date of employment:</b>	From:		To:
<b>Current Salary:</b>	£		<b>Notice Period:</b>
<b>Reason for leaving:</b>			

**Section 6: EMPLOYMENT HISTORY**

Please enter all previous employment starting with the most recent first. Please do not leave any unexplained gaps in employment.

Name of Employer and Location	From Month/Year	To Month/Year	Position held and brief summary of duties and responsibilities	Reason for leaving and last salary or wage

**Section 7 : EMPLOYMENT GAPS**

Please use the section below to explain any unexplained gaps in your employment in **Section 6**.

## Section 8 : REFERENCES

Please give the names and addresses of your two most recent employers, including in what capacity you know them. Any job offer will be subject to two satisfactory references. Please note that references from friends and relatives will not be accepted. A third reference may be contacted at the Company discretion from your list of employers.

### PRESENT/MOST RECENT EMPLOYER

Title: Miss/Ms/Mrs/Mr/ Other (please specify)\*

Surname:

Forename:

Position

Company Name:

Address:

Postcode:

Telephone:

Fax:

Email Address:

Can we contact at this stage? Please TICK as appropriate:

Yes

No

### PREVIOUS EMPLOYER

Title: Miss/Ms/Mrs/Mr/ Other (please specify)\*

Surname:

Forename:

Position

Company Name:

Address:

Telephone:

Fax:

Email Address:

Can we contact at this stage? Please TICK as appropriate:

Yes

No

### PREVIOUS EMPLOYER

Title: Miss/Ms/Mrs/Mr/ Other (please specify)\*

Surname:

Forename:

Position

Company Name:

Address:

Telephone:

Fax:

Email Address:

Can we contact at this stage? Please TICK as appropriate:

Yes

No

**OFFICIAL USE ONLY: Reference Verification Note** - Applicant continue to section 9

<b>REFEREE 1</b>	<b>Name:</b>		<b>Date:</b>	
<b>Company / Character (please circle):</b>			<b>Tel:</b>	
<b>HR: Genuine job reference? Google, Company House etc.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>HR: employment dates match Application</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Questions</b>	<b>Answer</b>	<b>Comments</b>		
Has applicant been involved with any investigations and disciplinary?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Would you re-employ this candidate?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Any DBS Referrals?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Other Comments?	<input type="checkbox"/> YES <input type="checkbox"/> NO			

<b>REFEREE 2</b>	<b>Name:</b>		<b>Date:</b>	
<b>Company / Character (please circle):</b>			<b>Tel:</b>	
<b>HR: Genuine job reference? Google, Company House etc.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>HR: employment dates match Application</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Questions</b>	<b>Answer</b>	<b>Comments</b>		
Has applicant been involved with any investigations and disciplinary?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Would you re-employ this candidate?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Any DBS Referrals?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Other Comments	<input type="checkbox"/> YES <input type="checkbox"/> NO			

<b>REFEREE 3</b>	<b>Name:</b>		<b>Date:</b>	
<b>Company / Character (please circle):</b>			<b>Tel:</b>	
<b>HR: Genuine job reference? Google, Company House etc.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>HR: employment dates match Application</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Questions</b>	<b>Answer</b>	<b>Comments</b>		
Has applicant been involved with any investigations and disciplinary?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Would you re-employ this candidate?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Any DBS Referrals?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Other Comments	<input type="checkbox"/> YES <input type="checkbox"/> NO			

<b>Confirmation of all Care Positions declared for the past 10 years.</b>
Reasons given:

<b>Name:</b>		<b>Sign:</b>		<b>Date:</b>	
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## Section 9 : QUESTIONNAIRE

1. What is one of your main achievements in your past employment?

2. What key skills can you bring to the role of support worker?

3. What areas do you feel that you require training?

4. Why do you think it is important to modify your approach to different service-users?

5. How do you think you can maintain good teamwork and communication within a shift pattern?

6. Please state what you would do to support a service user to carry out their daily tasks?

7. Please state what information a care plan should hold?

## Section 12 : QUESTIONNAIRE (continued)

8. In your own words, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by reference to the job description & person specification.  
(use separate sheet if required)

### Section 10: PROFESSIONAL MISCONDUCT / SAFEGUARDING

#### PROFESSIONAL MISCONDUCT

Have you ever been involved in any disciplinary proceedings, suspension or subject to a disciplinary investigation?	Yes	No
In addition, please confirm whether there have been any allegations raised against you or any investigations previously in respect of childcare issues or other matters which may be of relevance if working with vulnerable groups in residential care?	Yes	No

If YES please state the nature of the allegation/investigation/proceeding and outcome:

#### SAFEGUARDING

##### *Safeguarding Statement*

“The Drive Care Homes Ltd is committed to safeguarding and promoting the welfare of children, young people and adults in its care. We believe that our service users deserve a safe, happy and healthy life, we expect all staff to share this commitment. In accordance with our safeguarding practise, we will endeavour to;

- promote and prioritise the safety and wellbeing of children, young people and our service users
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and service users
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation

The Company has a full Safeguarding Children and Adult Policies and Procedures which members of staff are required to familiarise themselves with at the beginning and during their employment”.

### Section 10: PROFESSIONAL MISCONDUCT / SAFEGUARDING (Continued)



<b>Outside of employment, have you been the subject of any safeguarding allegation and or investigation against a child or vulnerable adult?</b>	Yes	No
If YES please state the nature of the allegation/investigation and outcome:		

<b>Section 11: OTHER INFORMATION</b>		
<b>Where did you learn of this vacancy?</b>		
<b>Please give any dates in the near future when you are not available for interview:</b>		
<b>Do we need to make any specific arrangements in order for you to attend the interview?</b>	Yes	No
The purpose of this question is to comply with our duties under the Disability Act 1995. <b>Do you have any condition or other circumstances that will prevent you from carrying out the duties of the post?</b>	Yes	No

<b>Section 12: DECLARATION</b>		
<b>A. Relatives/Other Interests</b>		
Any candidate who directly or indirectly canvasses an employee of the Company will be disqualified from consideration for the job. The Company does not bind itself to appoint any applicant.		
Are you related to or do you have a close personal relationship with an employee(s) of The Drive Care Homes Ltd?	Yes	No
If YES, specify name(s), position(s) and relationship(s)		
<b>B. I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and</b>		
<ul style="list-style-type: none"> <li>• I give permission for any enquiries that need to be made to confirm such matters as qualifications experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.</li> <li>• I give permission for the processing of the personal data contained in this form for employment purposes</li> <li>• I confirm that the information I have provided on this application form is, to the best of my knowledge, true and accurate. I understand that any job offer may be immediately withdrawn or my employment summarily terminated if any of the information on this form is found to be false or misleading.</li> </ul>		
<b>Signed:</b>		<b>Date:</b>