

Application Form

Job Reference Number	
Job Title	
Location	

If you need this form in large print, please contact the local office.

Please complete **all** fields in black or blue ink and using **block capitals**. You may also complete the form as a Word document in your browser. Please let us know if you need any assistance. Details entered in this part of the form will be held in the HR department of D'Real Care Services.

Part One – Your Personal Details

Title (Mr., Mrs., etc...) Sex Male Female

First Name Surname

Address

Postcode

Phone Mobile Landline Other

Email

NI Number

How did you hear about this job?

- | | | | | | |
|----------------|--------------------------|---------------------|--------------------------|------------------------|--------------------------|
| Google | <input type="checkbox"/> | Other Search Engine | <input type="checkbox"/> | Company Website | <input type="checkbox"/> |
| Leaflet | <input type="checkbox"/> | www.indeed.co.uk | <input type="checkbox"/> | Word of Mouth | <input type="checkbox"/> |
| Refer a Friend | <input type="checkbox"/> | Newspaper Advert | <input type="checkbox"/> | Other (Please specify) | <input type="checkbox"/> |

If you were told about this job by someone who works for us, please tell us their name:

Do any other of your close friends or relatives already work for us? Yes No

If yes, please list their name(s) here:

Can you prove that you are legally entitled to work in the UK? Yes No

If you answered 'yes', what document(s) can you provide as proof?

Have you recently worked in a care support role? Yes No

If you answered 'yes', what was your standard hourly rate of pay? £

Part Two – Your Availability

It is important for us to know when you are available to work so, please make sure that the information you provide in this section is as accurate as possible.

What is the earliest date that you can start working with us?

Do you have any holidays that have already been booked? Yes No

If 'yes', please give details below:

Please select the days of the week and times that you are available to work below:

	Morning	Lunchtime	Teatime	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part Three - Applicant Equalities Monitoring

This section of the application form will be detached from your application form and will be used for monitoring purposes only.

D'Real Care Services recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Date of Birth	
Gender	

Please select your ethnicity from the following list (check one only):		
<input type="checkbox"/> White British	<input type="checkbox"/> Mixed white & Asian	<input type="checkbox"/> Any other Asian background
<input type="checkbox"/> White Irish	<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Black African
<input type="checkbox"/> White gypsy or Irish traveller	<input type="checkbox"/> Indian	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other black background
<input type="checkbox"/> Mixed white & black Caribbean	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Arab
<input type="checkbox"/> Mixed white & black African	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other ethnic group

Disabilities: Yes (*Please specify below*) No

What is your sexual orientation?

Heterosexual (straight) Gay man Lesbian Bisexual

Prefer not to say

Languages

Can you communicate in other languages Yes/No?

If Yes, please specify _____

What is your marital status?

Married Civil partnership Neither

What is your religion?

- | | | | |
|--|--|---------------------------------------|--------------------------------------|
| Anglican (C of E) <input type="checkbox"/> | Eastern Orthodox <input type="checkbox"/> | Muslim <input type="checkbox"/> | Wiccan <input type="checkbox"/> |
| Baptist <input type="checkbox"/> | Any other Christian <input type="checkbox"/> | Sikh <input type="checkbox"/> | Rastafarian <input type="checkbox"/> |
| Roman Catholic <input type="checkbox"/> | Buddhist <input type="checkbox"/> | Spiritualist <input type="checkbox"/> | Bahà'ì <input type="checkbox"/> |
| Methodist <input type="checkbox"/> | Hindu <input type="checkbox"/> | Pagan <input type="checkbox"/> | Zoroastrian <input type="checkbox"/> |
| Pentecostal Christian <input type="checkbox"/> | Jewish <input type="checkbox"/> | Jain <input type="checkbox"/> | |
| Any other religion <input type="checkbox"/> | No religion <input type="checkbox"/> | | |

Part Four – Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.

College or University	Course	Qualifications and Grades obtained
School	Subjects	Qualifications and Grades obtained
Training Course (Relevant to the post and that supports your application)	Course Details (Including length & Nature of Training)	

<p>Relevant Experience Please state how your skills, experience and training will enable you to successfully perform this job.</p>

Part Five – Your Work History

We are required by law to make sure we know about the work you have done in the past, as well as the periods you may have spent out of employment. Therefore, please list your full employment history here, including any periods when you were not working (along with an explanation of what you were doing).

Please start with your current or most recent employment and work backwards.

Employer and location (or educational establishment)	From (Month and Year)	To (Month and Year)	Your Role (or, if studying, your Course)	Reason for Leaving (if applicable)

If you have any gaps within your employment history, please state below.

Part Six – Your Referees

Please provide the details of four people that we can write to for a reference. The first of these people must be your current or most recent employer. The other referees will ideally also be your most recent previous employers.

If you cannot provide the details of four previous employers, you may substitute one or more of these with a referee who was a former tutor or teacher when you were in formal education.

If you cannot provide details of a teacher or tutor, we may accept a personal reference from a person of professional standing (e.g., a doctor, lawyer, accountant, recognized religious leader or teacher) who knows you, either professionally or personally.

You must not give the names of friends or relatives or colleagues that are/were not senior to you as referees. All references will be verified.

First Referee (Should be current or most recent employer)

Referee's Name	<input type="text"/>	Position	<input type="text"/>
Name of Organization, School or College	<input type="text"/>		
Address and Postcode	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Dates of Employment or Study (Month and Year)	<input type="text"/>	to	<input type="text"/>

Second Referee

Referee's Name	<input type="text"/>	Position	<input type="text"/>
Name of Organization, School or College	<input type="text"/>		
Address and Postcode	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Dates of Employment or Study (Month and Year)	<input type="text"/>	to	<input type="text"/>

Part Seven – Criminal Record

Your appointment will depend on the satisfactory completion of a criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

Have you received any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?

Yes No

To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?

Yes No

Is there any reason that you cannot work in a regulated activity?

Yes No

If you answered 'yes' to any of the three previous questions, please provide details:

Do you consent to our applying for an enhanced criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)?

Yes

Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that you having a criminal record will not necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please contact us.

Criminal records disclosures – our policy

As an organization assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

Part Eight – Suitability for the Job

Please read the care worker job description and answer the following questions.

Have you read and understood the care worker job description? Yes

The position for which you are applying requires physical effort (including sitting, standing, carrying, walking, moving and handling people), mental effort (including dealing with emergencies and short-notice changes to work in a fast-paced environment) and possible emotional/psychological effort (including dealing with bereavement and challenging behavior in a potentially stressful environment)

Do you have any health conditions that would prevent you from meeting these intrinsic requirements for which the company might need to make reasonable adjustments? (If yes, please be aware that we may need to discuss these with you at your interview).

Yes No

If you answered 'Yes', please provide further details:

Part Nine – Declarations

Please read the following statements carefully. If there is anything you do not understand, please contact us before you sign at the bottom of the page.

I, the job applicant named on the front of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:

- The company may make checks to verify the information I have provided;
- Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal;
- The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the Data Protection Act 1998;
- The company will use the personal information I have provided to decide if I am suitable for the job I have applied for;
- Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the company does use my personal information for statistical analysis, it will be anonymized;
- If my application is unsuccessful, the company will keep only basic information about me and destroy the rest;
- If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, which I will sign before I start work, will include further detail on how my information may be used);
- The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner;
- Any offer of employment will depend on the receipt of satisfactory employment references and the satisfactory completion of a criminal records disclosure (see part six above);
- I will be liable for the cost of my initial criminal records disclosure but that the company will bear the cost of any future disclosures that need to be made;
- I will be required to complete a pre-employment induction training program prior to my starting work with the company;

- My attendance on the induction training program will not indicate any offer (on the part of the company) or acceptance (on my part) of employment and that the time I spend on the induction program will therefore not count as working time for the purposes of calculating the company's compliance with National Minimum Wage regulations;
- I will be liable for the cost of my induction training (£85) and any uniform given to me (£15) if I leave the company's employment within six months and that this sum may be deducted from my wages.

Signed

Dated

What happens now?

- **If you received this form by post**, return to us along with your completed Equalities Monitoring Form. We will be in touch with you to inform you whether you will be invited to an interview.
- **If you downloaded the form from the internet**, post it to the branch from which you would like to work (you will find the address on our website), making sure that you also download and complete the Equalities Monitoring Form. We will be in touch to inform you whether you will be invited to an interview.
- **If you completed the form at one of our offices**, hand it to the person that gave it to you, along with your completed Equalities Monitoring Form. It will be explained to you what will happen next.
- **If you received this form by email**, please complete same and save as Word document along with the other forms in the Application Pack. Please email the completed forms back to us and we will be in touch with you in due course.

Part Ten – Bank/Building Society Details

Your salary and any payments to which you are eligible will be paid directly into your Bank or Building Society account by credit transfer.

Please complete the details below.

EMPLOYEE NAME	
DATE OF BIRTH	
BANK/BUILDING SOCIETY NAME AND ADDRESS	
BANK ACCOUNT IN THE NAME OF	
ACCOUNT NUMBER	
SORT CODE	

Please notify us if during the course of your employment your bank or building society details change.

By signing this form, I hereby authorize D'Real Care Services to pay any remuneration due to me into the Bank/Building Society Account detailed above. If the account is in the name of a third party, I have submitted written authorization from the account holder to the following effects:

- a. they agree to make their account available for payments on my behalf; and
- b. remunerations paid in on my behalf to said account will be handed over to me. D'Real Care Services will not be liable in the event that payments into this account are not passed onto myself.

Signed _____ **Dated** _____

Part Eleven – Next of Kin Details

FULL NAME:

RELATIONSHIP:

HOME TELEPHONE:

MOBILE NUMBER:

ADDRESS:

ANY OTHER OR SPECIAL NOTES

This Page is for Office Use ONLY

Application Form Assessed by:

Name

Position

On the basis of the completed application form, is the applicant suitable to progress to a selection interview?

Yes No

If 'No', please provide explanation: