##### Job Application Form

The information supplied on this application form will be treated as strictly confidential.

and will be used only for the purpose of personnel administration.

If you are successful in your application, you will be required to provide relevant evidence of all of the details you provide in this application prior to your appointment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vacancy Reference:** | | |  | | | | |
| **Job Title:** | | |  | | | | |
|  | | | | | | | |
| **Last Name**: |  | | | **First Name(s):** | |  | |
| **Home Address:** | |  | | | | | |
| **Home Post Code:** | |  | | | | | |
| **Home Telephone No:** | |  | | | **Please tick the best way we can contact you:** | Home Telephone |  |
| **Work Telephone No:** | |  | | | **Work Telephone:** |  |
| **Mobile Telephone No:** | |  | | | **Mobile Telephone:** |  |
| **Email address:** | |  | | | **Email:** |  |

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| **Are you:** | **Male / Female** | **Are you the same gender as you were assigned at birth:** | **YES** | **NO** |

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| **As part of of the Asylum and Imigration Act 1996, we are required to establish your eligability to work in the UK. Please provide your N.I. number here for that purpose** | | | | | | | | | | | |
| **National Insurance No:** |  |  |  | | |  |  |  |  |  |  |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | | | | | | | | YES |  | NO |  |
| Protection of Vulnerable Adults | | | | | | | | | | | |
| The following information is required for the post you are applying for. We will request Disclosure & Barring Service (DBS) clearance before offering this post.  Are you aware of any police enquires undertaken following allegations **YES NO**  made against you, which may have a bearing on your suitability for this post? | | | | | | | | | | | |
| **Rehabilitation of Offenders Act (1974)** | | | | | | | | | | | |
| The post for which you are applying is exempt from the provisions of the above Act. You are therefore **not** entitled to withhold **any** information about convictions you may have had including any “spent” convictions. Any information you do disclose will be kept in strict confidence and will be used only in consideration for your suitability for the post for which you are applying. In the event of employment, any failure to disclose convictions may result in disciplinary action or dismissal. You must also disclose if you are currently subject to any kind of probation or supervision order.  Do you have anything to disclose? **YES NO**  If you have ticked yes, please place full details of the offence and outcome in a sealed envelope and attach the envelope to the Employment Equal Opportunities Diversity Monitoring Form. | | | | | | | | | | | |
| **Do you have a valid UK driving licence?**  **YES NO**  Do you have access to a vehicle to use during the course of your working duties and are you prepared to use your vehicle to undertake work duties?  **YES NO** | | | | | **If you have any endorsements, please give details**: | | | | | | |
| **Notice period required by current employer:** | | | | |  | | | | | | |
| **If this Company has interviewed you previously, please state for which post and when:** | | | | |  | | | | | | |
| **If offered this position, will you continue to work in any other capacity (including Voluntary commitments) for any other organisation?**   YES NO **If YES please give details:** | | | |  | | | | | | | |
| **How many hours do you want to work?** | | | | 8-16 16-30 30+ Full time only | | | | | | | |

### EMPLOYMENT RECORD

In accordance with the Care Quality Commission you must provide full details of present and past employment. Please begin with your current or most recent employer, include all jobs since leaving full time education. To enable us to establish full employment history please don’t leave any gaps without explanation.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Present Employment (If now unemployed give details of last employer)** | | | | | | | |
| **Name of present / most recent Employer:** | |  | | | **Position held**: | | |
| **Address of present / most recent Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final salary:** |  | | | | |
| **Telephone Number:** | |  | **Contact name** | | |  | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | **Required notice period:** | | |  |
| **Previous Employment** | | | | | | | |
| **Name of Employer:** | |  | | | **Position held**: | | |
| **Address of Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final**  **Salary:** |  | | | | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | | | | |
| **Previous Employment** | | | | | | | |
| **Name of Employer:** | |  | | | **Position held**: | | |
| **Address of Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final salary:** |  | | | | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | | | | |
| **Previous Employment** | | | | | | | |
| **Name of Employer:** | |  | | | **Position held**: | | |
| **Address of Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final**  **Salary:** |  | | | | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | | | | |
| **Previous Employment** | | | | | | | |
| **Name of Employer:** | |  | | | **Position held**: | | |
| **Address of Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final salary:** |  | | | | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | | | | |
| **Previous Employment** | | | | | | | |
| **Name of Employer:** | |  | | | **Position held**: | | |
| **Address of Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final salary:** |  | | | | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | | | | |
| **Previous Employment** | | | | | | | |
| **Name of Employer:** | |  | | | **Position held**: | | |
| **Address of Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final salary:** |  | | | | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | | | | |
| **Previous Employment** | | | | | | | |
| **Name of Employer:** | |  | | | **Position held**: | | |
| **Address of Employer:** | |  | | | |  | | --- | |  | | **Month** | **Year** | | From |  |  | | **To** |  |  | | **Final salary:** |  | | | | |
| **Summary of main duties**: | | | | | | | |
| **Reason for leaving**: |  | | | | | | |

##### Education & Training

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School & Qualifications Gained | | | | | | | | | | | | | | | |
| **Name of School** | | **Subjects studied** | | | | | | | **Qualification & grade** | | | | **Date achieved** | | |
|  | |  | | | | | | |  | | | |  | | |
| Further/Higher Education Summary (please start with most recent qualification first and then add in descending date order) | | | | | | | | | | | | | | | |
| **Name of** College/Polytechnic/ University or Professional Body | Subject Area | | | | | | **Qualifications** e.g. GCSE, O, A, BA, BSc, etc., & Membership Grade  (Please state if membership gained by examination) | | | | Grade | | | | Date |
|  |  | | | | | |  | | | |  | | | |  |
| Membership of Professional / Educational Bodies | | | | | | | | | | | | | | | |
| **Name of Organisation** | | | | **Specialism** | | | | **Registration No.** | | | | | | **Date registered** | |
|  | | | |  | | | |  | | | | | |  | |
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| **Training & Development**  (please include all mandatory training you have completed & the date the certificate was awarded – this section is where you would include any training for First Aid, Fire Safety, Health & Safety, Infection Control, etc.) | | | | | | | | | | | | | | | |
| **Title of Training Programme or Course** | | | | | | Duration of Course | | | | | | **Date Achieved** | | | |
|  | | | | | |  | | | | | |  | | | |
| **How would you rate your computer literacy at this current time?** | | | **Non-existent** | | **Very basic** | | **Average** | | | **Good** | | | **Excellent** | | |
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| Personal Statement |

The Role Job Description & Person Specification both list a number of key areas of knowledge, skills and experience essential, and desirable, to this post. Please demonstrate how you meet each of these requirements. You may also include:

1. details of any relevant experience gained either at work, home or in a voluntary capacity
2. details of any relevant training/education you are undertaking or have previously undertaken.

THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess those RELEVANT to do the job. Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently; for example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

#### Please continue on another sheet of paper if necessary, but restrict your answer to 2 additional sides of A4.

## INFORMATION IN SUPPORT OF YOUR APPLICATION

Your submission should be split into sections headed:

1. Previous knowledge and experience
2. Skills and abilities
3. Attitude & motivation
4. How you have promoted dignity for clients
5. Your knowledge of the Care Quality Commission’s Key performance Indicators
6. Other information in support of your application

Information provided should cover the points on the person specification under each of the above headings.

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous knowledge and experience (Maximum 200 Words)** | | | |
|  | | | |
| **Skills and abilities (Maximum 200 Words)** | | | |
|  | | | |
| Attitude & motivation (Maximum 200 Words) | | | |
|  | | | |
| **How you have promoted dignity for clients in your working environment? (Maximum 200 Words)** | | | |
|  | | | |
| **What does the term ‘SAFE’ mean to you? Can you provide examples of when you have had to consider safety in your working environment & what you did? (Maximum 200 Words)** | | | |
|  | | | |
| **What does the term ‘EFFECTIVE’ mean to you? Can you provide examples of when you have been effective and how you did this? (Maximum 200 Words)** | | | |
|  | | | |
| **What does the term ‘CARING’ mean to you? Can you provide examples of when you have been caring? (Maximum 200 Words)** | | | |
|  | | | |
| **What does the term ‘RESPONSIVE’ mean to you? Can you provide examples of when you have been responsive to a client’s needs and what you did? (Maximum 200 Words)** | | | |
|  | | | |
| **What does the term ‘WELL-LED’ mean to you? Can you provide examples of when you have demonstrated your knowledge, skills and learning in your working role?** (**Maximum 200 Words)** | | | |
|  | | | |
| **Do you want to add any other information in support of your application (Maximum 200 Words)** | | | |
|  | | | |
| **REFERENCES**  **Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the company reserves the right to approach any past employer for a reference.** | | | |
| 1. | Name: | 2. | Name: |
|  | Position: |  | Position: |
|  | Organisation: |  | Organisation: |
|  | Address:  Postcode: |  | Address:  Postcode: |
|  | Tel No. |  | Tel No. |
|  | May the company approach the above prior to interview? Yes/No |  | May the company approach the above prior to interview? Yes/No |
| **DECLARATION**  (1) I confirm that the information I have given on this form is correct and complete, and I understand that misleading  statements may be sufficient grounds for cancelling any agreement made.  (2) I am willing to be examined medically if required.  (3) I give my consent to the processing of data contained or referred to on this form in accordance with the Data Protection  Act 1988/GDPR2018.  (4) I understand that any canvassing will automatically invalidate my application. | | | |
| **Name**: **Signature**: **Date**: | | | |
| Do you have a spouse, partner, relatives or friends employed by our company? If so, please state name and relationship: | | | |