**True Homecare Limited**

**JOB APPLICATION FORM**

**PRIVATE AND CONFIDENTIAL**

Post Applied For: .........Carer/ healthcare assistant.................................................

**Personal Details**

Title: .................................

Surname: ..............................................................................................................................

Forenames: ..........................................................................................................................

National Insurance No: .....................................

Town of Birth: ………………………………………

Address: ........................................................................................................................

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Post Code: ..........................................

Please give the dates you have resided at this address: from ………………to ……………

(If less than 5 years please indicate previous address below).

Address: ........................................................................................................................

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Post Code: ..........................................

From ……………………………….to…………………………

Daytime Telephone Number: ..............................................................................................

Evening Telephone Number: ...................................................................

Mobile Telephone Number: ................................................................................................

Email Address:…………………………………………………………………………………………………………….

**Education** (Secondary, Further/Higher)

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | From | To | Qualification/Grade |
|  |  |  |  |

**If there are any gaps in your education, please explain for how long they were, and why:**

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**Vocational Training** (Including membership of professional institutes, and other courses)

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**Employment History**

If this will be your first job after leaving school or college, please give details of any holiday, weekend, evening jobs or work experience placements.

Current Employer: ...........................................................................................................

Employer’s Name: ...........................................................................................................

Address: ...........................................................................................................................

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Post Held: ........................................................................................................................

Date Appointed: ............................... Salary: .....................................

Other Benefits: ................................................................................................................

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Notice Period: ..................................................................................................................

Reason for Leaving: .........................................................................................................

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**Previous Employment** (Most Recent Employer First)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employers Name and Address | Post Held | Date From | Date To | Reason for leaving |
|  |  |  |  |  |

Are there any gaps in your employment? If so, please specify when and why?

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Reasons for Applying for this Post: ..................................................................................

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From where did you find out about the job vacancy at True Homecare/how did you consider to apply: (tick one)

Facebook: ……………………………………………………………………………………………………………………

Website:……………………………………………………………………………………………………………………...

Leaflet Drop: ……………………………………………………………………………………………………………….

Gumtree:……………………………………………………………………………………………………………………..

Referred by friend (name of friend):………………………………………………………………………......

Referred by friend working at True Homecare (name of friend):………………....................

Any other (please state):……………………………………………………………………………………………..

**Experience and Personal Skills**

Please give details of all your experience, skills and abilities relevant to the post applied for. If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held i.e. parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc. (please refer to the person specification/job description for the post you are applying for and continue on separate sheets if necessary)

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Additional Interests (such as membership of any clubs or leisure activities and hobbies:

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**References**

Please give details below of two employer references who can provide information that will confirm your suitability for this post. One reference must be for your current or most recent employer. A character references may be given if you have no previous employment history or have only one former employer.

1. Reference (professional reference - current or most recent employer)

Name: ......................................................................................................................

Position of referee: ...................................................................................................

Date employed from: ………………… (MM/YYYY) to ………………………

My position in that organization: ………………………………………………………………………

Full Address (Please include Postcode): -

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..................................................................................................................................

Daytime Telephone Number: ..................................................................................

(Please include area code)

Email address:………………………………………………………………………………………………………..

1. Reference (professional reference)

Name: ......................................................................................................................

Position of referee: ...................................................................................................

Date employed from: ………………… (MM/YYYY) to ………………………

My position in that organization: ……………………………………………………………………

Full Address (Please include Postcode): -

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..................................................................................................................................

..................................................................................................................................

Daytime Telephone Number: .................................................................................

(Please include area code)

Email address:………………………………………………………………………………………………………

3. Reference (personal reference)

Name: ......................................................................................................................

Position of referee: ...................................................................................................

Date employed from: ………………… (MM/YYYY) to ………………………

My position in that organization: ……………………………………………………………………

Full Address (Please include Postcode): -

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**Further Information**

Do you hold a full U.K. Driving Licence? Yes/No

Would have the use of a car for work? Yes/No

Where did you see the advertisement? ..............................................................................

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**Declaration**

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations and activities. The position for which you are applying is one that is exempted under the above order and will require an enhanced disclosure via the Criminal Records Bureau. Therefore, it is necessary for you to disclose any criminal convictions, even if under the Rehabilitation of Offenders Act, they would otherwise be regarded as spent.

Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if you are appointed, failure to disclose any criminal conviction now could lead to termination of your employment or service. Further details will be made available to job candidate.

Have you been convicted of any criminal offence at any time? Yes/No

If ‘yes’, please give details of the conviction(s) and date(s)

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Have you been cautioned due to a criminal offence at any time? Yes/No

If ‘yes’, please give details of the caution(s) and date(s)

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I certify that the information given on this form is correct to the best of my knowledge.

I also give my consent that any information given; including sensitive personal data (e.g. ethnic origin, health condition etc.) May be stored as computerized or manual data. This data may be used for the purposes of monitoring the make up of the applicants and work force and may be seen by senior managers or officers of the company involved in the monitoring of such data

Signed: .............................................................. Date: ..............................

**Asylum & Immigration**

Under the Asylum and Immigration Act 1996, the company has a legal duty to make basic document checks on every person we intend to employ to ensure we are not breaking the law by employing illegal workers.

In line with the Home Office guidelines, the company requests that all applicants who are successful for interview, present original documentation (that supports your permission to work in the UK) for inspection. In addition you will also be required to provide a photocopy of the original document(s) that the company can retain for its records.

For further information on the documentation that is acceptable please contact the Home Office.

**Declaration**

To be completed by all applicants.

I certify that to the best of my knowledge, the information given on this form is true and I understand that with holding or mis-stating my details may result in my employment being terminated by dismissal.

Signed: ...................................................................................... Date: ..............................

**Health Details**

Do you suffer from a mental or physical condition which may affect your work?

YES/ NO

IF YES… Please give details

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What adjustments (if any) need to be made to the working environment to accommodate your disability?

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Please give details of all absences from work in the last 12 months.

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Please return this form to:

True Homecare Limited

1st Floor

3 Wilmslow Road

Cheadle

Cheshire

SK8 1DW

Phone: 0161 428 1989