



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 the details you provide in this application prior to your appointment.

Vacancy Reference:							
Job Title:							
Last Name:		First Name(s):					
Date of Birth:							
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:				
Sex : M/F		Are you the same gender as you were assigned at birth			YES	NO	
As part of the Asylum and Immigration Act 1996, we are required to establish your eligibility 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		
Are you an overseas applicant?			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 made against you, which may have a bearing on your suitability for this post?			YES		NO		
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.

<p>Do you have a valid UK driving licence?</p> <p>YES <input type="checkbox"/> <input type="checkbox"/> NO</p> <p>Do you have access to a vehicle to use during your working duties and are you prepared to use your vehicle to undertake work duties?</p> <p>YES <input type="checkbox"/> <input type="checkbox"/> NO</p>	<p>If you have any endorsements, please give details:</p>
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Notice period required by current employer:	
If this Company has interviewed you previously, please state for which post and when:	
<p>If offered this position, will you continue to work in any other capacity (including Voluntary commitments) for any other organisation?</p> <p>YES NO</p> <p>If YES, please give details:</p>	
<p>For Overseas applicants only.</p> <p>How did you find out about this role?</p> <p>If offered this job, are you willing to re-locate to the UK?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
How many hours do you want to work?	<input type="checkbox"/> 8-16 <input type="checkbox"/> 16-30 <input type="checkbox"/> 30+ <input type="checkbox"/> 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.

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 wage:		
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 wage:	
Summary of main duties:			
Reason for leaving:			

Previous Employment			
Name of Employer:		Position held:	
Address of Employer:			Month Year
		From	
		To	
		Final wage:	
Summary of main duties:			
Reason for leaving:			
Previous Employment			
Name of Employer:		Position held:	
Address of Employer:			Month Year
		From	
		To	
		Final wage:	
Summary of main duties:			
Reason for leaving:			
Previous Employment			
Name of Employer:		Position held:	
Address of Employer:			Month Year
		From	
		To	
		Final wage:	
Summary of main duties:			
Reason for leaving:			
Previous Employment			
Name of Employer:		Position held:	
Address of Employer:			Month Year
		From	
		To	
		Final wage:	
Summary of main duties:			
Reason for leaving:			
Previous Employment			
Name of Employer:		Position held:	

Address of Employer:			Month	Year
		From		
		To		
		Final wage:		

Summary of main duties:

Reason for leaving:

Previous Employment

Name of Employer:

Position held:

Address of Employer:

Month **Year**

From

To

Final wage:

Summary of main duties:

Reason for leaving:

Previous Employment

Name of Employer:

Position held:

Address of Employer:

Month **Year**

From

To

Final wage:

Summary of main duties:

Reason for leaving:

Education & Training

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 adds 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		
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

Personal Statement

The Role Job Description & Person Specification both list several 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:

- i) details of any relevant experience gained either at work, home or in a voluntary capacity
- ii) 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 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:

- a. Previous knowledge and experience
- b. Skills and abilities
- c. Attitude & motivation
- d. How you have promoted dignity for clients
- e. Your knowledge of the Care Quality Commission's Key Performance Indicators
- f. 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
Skills and abilities
Attitude & motivation
How have you promoted dignity for clients in your working environment?
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?
What does the term 'EFFECTIVE' mean to you? Can you provide examples of when you have been effective and how you did this?

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What does the term 'CARING' mean to you? Can you provide examples of when you have been caring?

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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?

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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?

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Do you want to add any other information in support of your application

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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 (referees for qualified Nurses must be professionals). 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:		Address:
	Email:		Email:
	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
<p>DECLARATION</p> <p>(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.</p> <p>(2) I am willing to be examined medically if required.</p> <p>(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.</p> <p>(4) I understand that any canvassing will automatically invalidate my application.</p>			
Name:		Signature:	
		Date:	
Do you have a spouse, partner, relatives, or friends employed by our company? If so, please state name and relationship:			

Please send your completed application form to info@havihcare.co.uk