

Application Form

(Confidential)

Post applying for: personal assistant senior carer admin rota administrator coordinator manager

Personal Details

Name: _____

Address: _____

Post Code: _____

Contact Telephone Details: Home: _____
 Work: _____
 Mobile: _____
 Email: _____

General

Are there any adjustments that may be required should you be invited to an interview? Yes No
 If so, please state here:

Have you attached your CV? Yes No

Are you over 18 years of age?	
Where did you hear about the vacancy?	
Do you hold a full diving licence?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you looking for a rota that will be a walking role or a driving role?	
Do you have access to a car for work?	<input type="checkbox"/> yes <input type="checkbox"/> no
Please indicate in which areas you are available to work:	<input type="checkbox"/> Guis <input type="checkbox"/> Gt Ayton <input type="checkbox"/> Stokesley <input type="checkbox"/> Redcar <input type="checkbox"/> Saltburn/Marske <input type="checkbox"/> Skelton/Brotton/Loftus/Easington <input type="checkbox"/> Nunthorpe/Eston/Ormesby

Availability to work: Our carers are required to be available to work 7am-11pm which includes weekends/evenings/bank holidays	<input type="checkbox"/> ALTERNATE WEEKENDS <input type="checkbox"/> 7AM STARTS <input type="checkbox"/> UP TO 3 EVENINGS <input type="checkbox"/> WAKING NIGHTS <input type="checkbox"/> SLEEP OVERS <input type="checkbox"/> OTHER AVAILABILITY (DETAIL BELOW)
How many hours would you want to work?	<input type="checkbox"/> 0 <input type="checkbox"/> 16 <input type="checkbox"/> 20 <input type="checkbox"/> 25 <input type="checkbox"/> 30

References - Please provide referee's we can contact should you be suitable; we need the details of two referees

Option 1. - Employment references (including one from current/most recent employer or one from previous employer)

Option 2. – Employment references (including one from current/most recent employer or one from previous employer) or Character reference (*Character must be a person in a professional capacity i.e. G.P/Nurse/Dentist/Police Officer/Paramedic/Teacher/Social Worker/Magistrate/Care Manager/Director of a Business/Fire Person/Councillor*)

Option3. – Two character one as above criteria plus one other.

****Please note that character references should only be used where it is not possible to provide employment references. BJP Home Support will always endeavour to obtain current/most recent employment references. References cannot be provided by family members and you must have been known by them for at least 3 months ****

	REFEREE 1 <i>Please circle as applicable:</i> Employment Character	REFEREE 2 <i>Please circle as applicable:</i> Employment Character	REFEREE 3 <i>Please circle as applicable:</i> Employment Character
NAME:			
ORGANISATION NAME:			
POSITION/OCCUPATION			
ADDRESS:			
TELEPHONE NUMBER:			
E-MAIL ADDRESS			
RELATIONSHIP TO APPLICANT			

We will contact the above referees asking them to supply a reference for the purpose of assessing suitability for employment with our company.

The new GDPR rules ask that we gain permission to contact previous employees and that they know you have given us your consent for them to supply information to us. Therefore, please read the statement below and sign the consent should you agree with the statement.

Should you wish to discuss this first please contact us to discuss this.

I authorise my referees to provide either written and/or verbal references, and this includes both referees who are previous employers and non-work related personal or character referees. I agree that any reference provided about me may include information related to (but not necessarily limited to): my job title and job duties, dates of employment, reasons for leaving, final salary, competence, attitude, ability to manage workload and work without supervision, honesty, attendance record, timekeeping record, relations with colleagues and clients, disciplinary record, performance management record, grievances raised and days and instances of sickness absence.

I understand that I have a genuine choice as to whether I wish my referees to provide a reference about me. My explicit consent to the provision and release of a reference to the Company by my referees is therefore freely given and informed. Finally, I understand that I have the right to withdraw my consent at any time and that I may do this by contacting my referees directly.

I acknowledge that I have been notified that the Company will process any references provided by my referees in accordance with the terms of the privacy policy for job applicants.

Please give details of **ALL** employment since leaving school including unpaid work, starting with your most recent employer.

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Date From		Date To		Employers (Name and Address)	Jobs held/ key achievements	Reason for Leaving
Month	Year	Month	Year			

Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK? Yes Detail _____ No

Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level.

Personal Development

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable).

Rehabilitation of offenders act 1974

By virtue of the Rehabilitation of Offenders Act 1974 or amendments to the act (exceptions order 1975, Section 4.2 of the Rehabilitation of Offenders Act 1974) does not apply to any employment which is concerned with the provision of health services and where the applicant may have access to persons in receipt of such services in the course of their normal duties. Your answer to the following questions should include any 'spent' convictions.

All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Have you ever been convicted of a criminal offence?

Yes/No

Have you ever been given a caution?

Yes/No

If yes, please detail:

Signed.....

Date.....

Data Protection Statement

The information that you provide on this form and that obtained from other sources will be used to process your application for employment. The personal information that you give us will also be used in a confident manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use information if there is a complaint or legal challenge relevant to this recruitment process.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

If you are successful our GDPR policy will be discussed and you will be given a full copy of our policy at induction.

Declaration

I declare that the information I have given in this application is accurate and factual.

I understand that providing misleading or false information will disqualify me from appointment

OR, if appointed, may result in my dismissal.

Signed.....

Date.....

COMPETENCY APPLICATION FORM
Relevant skills, knowledge and expertise

In this section you are asked to outline how your knowledge, skills and experiences meet the competences required for this role (job description and person specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Communication

Planning & Organising

Team Working

Leadership