**APPLICATION FORM**

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information. PLEASE COMPLETE FULLY AND IN CAPITALS IF HAND WRITTEN

|  |  |
| --- | --- |
| **Surname:** | **First Name** |
| **Date of Birth** | **Sex:** |
| **Position applied for:** | **Hours per week that you can do.** |
| Previous surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc): |  |
| Name of Next of Kin  **Relationship.**  **Phone Number:** | Address: |
| **Current address:** | |
| Post code: | Moved to this address on (date): |
| **Previous address:**  Note: For Criminal Record check purposes, addresses covering the five years up to the application date must be supplied. If necessary, use another sheet of paper. | **Previous address:** |
| Moved to this address on (date): | Moved to this address on (date): |
| **Email Address**: (mandatory) | |
| **Telephone number** (home/mobile): | Telephone number (work - *will be used with discretion)*: |
| Own Transport (Yes/No):  How long has your licence been held? | Clean current driving licence:  Endorsements: |
| **Details (Endorsements):** |  |
| **Do you consider yourself to be disabled?**  **Yes. No.** | If Yes give details please: |
| **Do you have the right to work in the UK?**  **Yes. No.** | If yes, do you have a permit or are you British? |

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| School/College/University/ Type of training | Examinations Passed/Qualifications Gained/Certificate |
|  | *(Please supply copies of certificates)* |

**Education/Training**

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**EMPLOYMENT HISTORY**

Current/most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

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| --- | --- |
| **Name and address of your most recent:** |  |
| Date employed: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Date employed: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |

# REFEREES

You **must** provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

# Current or most recent employer

|  |
| --- |
| Name: |
| Address: |
| Email Address: |
| Tel No: |
| Job title: |

**Previous employer to the one above**

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| --- |
| Name: |
| Address: |
| Email Address: |
| Tel No: |
| Job title: |

**Character reference**

|  |
| --- |
| Name: |
| Address: |
| Email Address: |
| Tel No: |
| Relationship to you: |

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| WORKING TIME REGULATIONS 1998:  The European Union has laid down guidelines for all workers, governing the length of the maximum working week that is safe to work. The current limit is 48 hours per week. You are under no obligation to accept any work offered, and you will not be compelled to work more than 48 hours per week, however you may choose to do so. A full explanation of the Working Times Regulations 1998 can be found in your Staff Handbook.  Please select as appropriate:  I do NOT wish to work more than 48 hours per week.  Due to the nature of temporary work I understand ComityHearts Care Services cannot monitor work patterns outside the company’s control and therefore it is my responsibility to monitor this.  I DO wish to work more than 48 hours per week.  **DATA PROTECTION**:  Legal Compliance: I understand that ComityHearts Care Services retains the right to hold this application and any other data, including data that is considered ‘personal’ and/ ‘special’ that is required to process for the purpose of complying with their legal obligations of my recruitment and supply to suitable assignments with contracted clients, and to retain these details for as long as reasonably necessary in accordance with the General Data Protection Regulation (GDPR)(Regulation (EU) 2016/679) and our contractual obligations.  I consent to ComityHearts Care Services processing my data for its intended purposes during the application process.  Yes No  Please Note: If consent is not given for processing your data, we will be unable to  progress your application and will destroy all records held |

**CRIMINAL RECORD**

Workers of The Home are subject to the Health and Social Care Act 2008, and will be subject to a Police Record Check through the DBS. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions.

Please note, you may not be eligible for work in a care setting if you are on the DBS Register(s).

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| **Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.** |
|  |
| **SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING** |
| I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.  I understand that I may not be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS.  I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. If the post I have applied for is as a Registered Nurse, my confirmation of employment will also be subject to a satisfactory search of the Nursing and Midwifery Council records and registers. By my signature, I authorise ComityHearts Care Services Ltd to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.  **Signed: Date:** |