

## APPLICATION FORM

Please complete this form clearly and return it for the attention of HR Manager, Golfa Hall, Welshpool, Powys SY21 9AF or The Oaks, Redhill, Telford, TF2 9NZ or alternatively email [info@amberleighcare.co.uk](mailto:info@amberleighcare.co.uk) ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will be accepted as additional information. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. POSITION APPLIED FOR \_\_\_\_\_

### 2. PERSONAL DETAILS

|               |                            |
|---------------|----------------------------|
| Surname:      | Telephone number (Home):   |
| Forenames:    | Telephone number (Mobile): |
| Dr/Mr/Mrs/Ms: | Email:                     |
| Address:      | D.O.B:                     |
| Postcode:     | N.I. number:               |

|   |                   |                  |
|---|-------------------|------------------|
| <p><b>Do you have the right to work in the UK?</b></p> <p>Note: the company will require proof of this right before an offer of employment can be confirmed - eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</p> | <p><b>Yes</b></p> | <p><b>No</b></p> |
| <p><b>Do you have a clean, current driving licence?</b></p> <p>If no please give details:</p>   | <p><b>Yes</b></p> | <p><b>No</b></p> |
| <p><b>Are you in good health?</b></p> <p>Please give details of any ill health and any medical treatment you are receiving:</p>   | <p><b>Yes</b></p> | <p><b>No</b></p> |

**3. EDUCATION** (Additional employment may be attached on a separate sheet of paper)

| From | To | Type of School<br>(i.e. Grammar/<br>Secondary) | Examinations taken and Qualifications Gained<br>(Specify Grades) Awarding Body |
|------|----|--|--|
|      |    |  |  |

**4. FURTHER/ HIGHER EDUCATION**

| From | To | Name of Institution<br>(state if Full - or- Part Time) | Subjects Taken and Qualifications Gained (Specify Grades or<br>Degree Class Obtained and awarding body) |
|------|----|--|---|
|      |    |  |   |

**5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Are you registered with the Care Council for Wales?      Yes                      No

| Date Joined | Institute/ Organisation | Grade Of Membership (Where appropriate) |
|-------------|-------------------------|---|
|             |                         |   |

**6. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer to when you left education. Please do not leave any gaps in employment history)**

| Name and Address of Employer and Nature of Business: | From: | To: | Job Title: | Final Salary and Reason for Leaving |
|--|-------|-----|------------|-------------------------------------|
|  |       |     |            |                                     |

**7. TRAINING**

|   |
|---|
| <p><b>Details of training courses attended and awards achieved, including dates and organisation.</b></p><br><br><br><br><br><br><br><br><br><br> |
|---|

8. Please state why you applied for this job and why you believe that you have the necessary skills or experience and aptitude:

9. If your application is successful on what date would you be able to start work?

10. Do you have any outstanding holiday arrangements?

**Criminal convictions/cautions/disqualified persons/investigations**

1. Have you ever pleaded guilty, been convicted or been cautioned by a Police Officer for any criminal offence?

YES

NO

2. Have you ever been subject to, or interviewed as a potential suspect or investigated in relation to, disciplinary matters or allegations against you in any of your previous employment?

YES                      NO

3. Have you ever been subject to, or party to, court proceedings involving any social services authority or its equivalent, here or abroad that has resulted in removal of children or adults from your care, or the imposition of a statutory supervision order?

YES                      NO

4. Have you ever been refused registration or cancelled from an official register of:

- child minders
- day care providers
- private fostering
- registered care homes or children's homes

YES                      NO

If yes to any of the above please give details:

## REFEREES

Please give the details of three work related referees, **including your current or most recent post**. Referees will not be contacted prior to you being offered a position. We also require details of any previous jobs working in the care industry, in order to obtain references.

|  |  |
|--|--|
| <b>Name:</b><br><b>Company:</b><br><b>Position:</b><br><b>Address:</b><br><br><b>Email:</b><br><b>TEL:</b> | <b>Name:</b><br><b>Company:</b><br><b>Position:</b><br><b>Address:</b><br><br><b>Email:</b><br><b>TEL:</b> |
| <b>Name:</b><br><b>Company:</b><br><b>Position:</b><br><b>Address:</b><br><br><b>Email:</b><br><b>TEL:</b> |  |

**DATA PROTECTION STATEMENT**

We will process the personal information provided by you in the application form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 1998, to assist us in considering your application for employment and, if you become an employee, for purposes relating to your employment.

For selection purposes, your personal information will be considered by appropriate individuals within the organisation. Any appointment will be subject to references and if necessary a CRB check.

Should your application for employment be unsuccessful your personal information will be held for a maximum of 6 months. After this period your application form and any associated documents will be disposed of in a confidential and responsible manner.

If your application is successful, all of your personal information (including sensitive information) provided on your application form, and any information provided by you now or in the future, may form part of your personal file and will be held confidentially. Your personal information will be processed to assist in the service and administration of the Company's employment practices e.g. payroll & pension. Your supervisor may also have access to your personal information to assist in line management duties e.g. Professional Development/Appraisal Reviews.

Should you leave the Company's employment, your personal information will be retained for a reasonable period of time in line with Personnel practice, including the purposes of providing references and dealing with queries in connection with your employment.

**DECLARATION**

I declare that to the best of my knowledge and belief all the statements and information given in this form are true and complete, and that I have not withheld any material fact. I understand that any appointment will be made on the basis that the information given on this form is true and correct. I understand that if I have failed to disclose information, or have given incorrect information this may result in an offer of appointment being withdrawn, or in disciplinary action or summary dismissal at a later date.

I have read and understood the Data Protection statement and consent to the Company processing my personal information as described in that section.

Signature: \_\_\_\_\_

Date:

**EQUAL OPPORTUNITY AND DIVERSITY FORM**

We are committed to promoting equal opportunities and diversity in employment, in respect of our recruitment and selection procedures and in ensuring that all employees receive equal treatment in employment.

We seek to employ a workforce which reflects the diverse nature of our community and value the contribution of each individual regardless of sex, age, marital status, disability, sexual orientation, race, colour, religion, ethnic or national origin.

Responses will be treated in the strictest of confidence. The information you provide will be used for statistical analysis only and will assist in evaluating the Company's progress towards improvements in its diversity strategy. We would, therefore, be grateful if you would complete the details below in line with our commitment to promoting diversity.

The information will be held in compliance with the Data Protection principles as set out in the Data Protection Act 1998. Should you become an employee, we will seek periodic confirmation from you as to its accuracy.

Name: .....

Position Applied For: .....

(Please tick the appropriate boxes)

**GENDER:**

Female      Male     

**NATIONALITY:**

\_\_\_\_\_

**AGE RANGE**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | <19   |
| <input type="checkbox"/> | 20-29 |
| <input type="checkbox"/> | 30-39 |
| <input type="checkbox"/> | 40-49 |
| <input type="checkbox"/> | 50-59 |
| <input type="checkbox"/> | 60-69 |
| <input type="checkbox"/> | 70+   |

**DISABILITY**

We are committed to ensure people with disabilities are treated fairly and well, to enable them to carry out their role effectively. The Disability Discrimination Act 1995 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities’.

Do you consider yourself to have a disability?

Yes                      No                     

If yes, please give details:

Do you think you will require the Company to make any reasonable adjustments/special facilities to attend our offices and do your work?

Yes                      No                     

Are you registered disabled?

Yes                      No                     

**ETHNIC ORIGIN**

I would describe my Ethnic Origin as:

- White - British
- White - Irish
- Any other white background
- Mixed – White and black Caribbean
- Mixed – White and black African
- Mixed – White and Asian
- Any other mixed background
- Asian or Asian British - Indian

- Asian or Asian British - Pakistani
- Asian or Asian British – Bangladeshi
- Any other Asian Background
- Black or black British – Caribbean
- Black or black British – African
- Any other black background
- Chinese
- Any Other