

Tailor Maid Home Care



EMPLOYMENT APPLICATION FORM

Please complete this form by hand in black ink and complete all sections

Position Applied for	
Your Full Name	

Data Protection Statement

Any person on whom we keep personal data is entitled to see that information whether it is held manually or on computer. They may also have information changed or removed. We will not disclose data or information except for the purpose that it was originally intended for and, only then, in accordance with best Data Protection practices.

Any information we keep will be relevant to the care we provide and issues arising to the proper provision of that care including updating information. Furthermore, information will be kept locked away and/or password protected, accessible only to authorised persons. Only appropriately authorised persons with a legitimate access to information based upon the purpose for which it was intended may access such information. Information will be held in such a way so that it is secure enough to prevent anyone without legitimate access being able to access the information.

All information collected on this form is to be used only for the purposes of recruitment, personnel administration and monitoring. Unless specifically directed by the applicant, the Application Form of unsuccessful applicants will be retained for a maximum of 6 months. Tailor Maid Home Care aims to protect, and keep secure, all personal data collected. Personal data is processed for the purposes of recruitment; in addition for successful applicants, personal data will also be processed for the satisfactory administration of their employment.

Equality of Opportunity Statement

The Tailor Maid Home Care Equal Opportunities Policy covers all applicants and employees and adopts the notion that individuals are treated equally, regardless of age, gender, ethnicity, nationality, marital status, sexual orientation, religion or disability.

Contact Details

Surname		Title	Mr/Mrs/Miss/Ms/Other.....	
Forename		Known As		
Date of Birth		NI No		
Nationality				
Full Address including Post Code				
Telephone	Home	Mobile	Work	
e mail				
May we contact you at work?	Yes	No	Please ✓ as appropriate	

Formal Education and Qualifications

Name and location of School/College/University	Dates of attendance		Study/Qualification(s) gained e.g. GCSE's, "A" levels, NVQ, Degree etc	Grade
	From	To		
	Month/Year	Month/Year		

Employment History (Attach extra sheets if necessary)

Name of Employer and location (most recent first)	Dates of Employment		Position held and brief summary of duties and responsibilities	Reason for leaving/Last salary or wage
	From	To		
	Month/Year	Month/Year		

Driver's Licence

Do you hold a valid and current British Driver's Licence?

Licence Number

Yes No Please ✓ as appropriate

If Yes, what type? (e.g. Provisional, Full, LGV, PCV) (Manual + Automatic / Automatic only)

Do you have any endorsements?

Yes No Please ✓ as appropriate

If Yes, please give details

Referees

References are normally taken up for candidates selected for interview. Give details of the names/addresses of two work-related Referees. One of the Referees should be your current employer, or if presently unemployed or self-employed, your last employer. Two character references are also required.

Name, Address and Post Code		Name, Address and Post Code	
Relationship to you		Relationship to you	
May we contact the above person now? Yes No Please ✓ as appropriate		May we contact the above person now? Yes No Please ✓ as appropriate	
Name, Address and Post Code		Name, Address and Post Code	
Relationship to you		Relationship to you	
May we contact the above person now? Yes No Please ✓ as appropriate		May we contact the above person now? Yes No Please ✓ as appropriate	

Additional Information

Please provide any further information which you consider may be useful in support of your application. You may include skills or achievements which may be of interest or a summary of the qualities that you possess and think that we require.

Criminal Records – Disclosure Certificate

The Criminal Records Bureau (CRB) has issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. An Enhanced Disclosure Certificate will be requested from the CRB which will detail all convictions, including those which would otherwise be "spent", as well as details of cautions, reprimands or final warnings. You will be required to give your approval for this process on the CRB application form. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

Rehabilitation of Offenders Act

As a general rule, no-one need answer questions about spent convictions. However, this general rule does not apply to specified professions, employments and occupations. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:

- a) any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or
- b) any employment or other work which is concerned with the provision of care services to vulnerable adults and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties

One or both of the above apply to work at the Home, and covers all occupations.

You are therefore requested to provide details of all convictions, including those which would otherwise be considered as "spent". *All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.*

Records will be checked via the Criminal Records Bureau procedures.

I have no convictions I have convictions (see Note below)
(Please ✓ as appropriate)

Note

(To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed "Private and Confidential - Criminal Convictions" and attach this to your completed Application Form)

Personal Declaration

I declare that to the best of my knowledge that all information provided on this application form, and that submitted in any accompanying documents, is correct, and

- I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.
- I give permission for the processing of the personal data contained in this form for employment purposes.
- I understand that any false or misleading information could result in my dismissal.

Signed _____

Date _____