


Job Application Form		
Company Name	Exemplar Homecare Limited	
Document Name	Job Application Form	
Document No.	EHL/DOC/FOR/023	

Do not fill in this box. For HR use only.

Candidate name	
Interviewed by	
Date	
Approved for employment – Yes / No	
Start date	
Employee number	



JOB APPLICATION FORM

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Before completing this application form, please read our guidance notes, which will help you to complete your application.

Post applied for:

Are you permitted to work in the United Kingdom? Yes No
I require a work permit

PERSONAL DETAILS

Surname:	Home Tel:
First Name(s)	Mobile Tel:
Home Address:	Work Tel:
Postcode:	

Email	
National Insurance No:	

- * Do you have a full Driving Licence that allows you to drive in the UK? Yes No
- * Do you have access to a car that you can use for work? Yes No
- * Have you ever been banned from driving, or do you have any current endorsements on your licence? Yes No
- * Does your car insurance include Class 1 business insurance? Yes No

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References:

Please provide us with two references, one of whom should be your present or most recent employer

<p>Name: _____</p> <p>Job Title: _____</p> <p>Organisation: _____</p> <p>Address: _____</p> <p>Tel Number: _____</p> <p>Dates from / to: _____</p> <p>Capacity in which they know you (e.g. Line Manager)</p> <p>May we contact this reference prior to interview?</p>	<p>Name: _____</p> <p>Job Title: _____</p> <p>Organisation: _____</p> <p>Address: _____</p> <p>Tel Number: _____</p> <p>Dates from / to: _____</p> <p>Capacity in which they know you (e.g. Line Manager)</p> <p>May we contact this reference prior to interview?</p>
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EDUCATION / QUALIFICATIONS / TRAINING

Please give information about qualifications gained relating to the role you are applying for – please continue on a separate sheet where necessary:

EDUCATION / QUALIFICATIONS		
Qualifications	Date	Grade

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TRAINING: (If you have undertaken any relevant training to this post please give details)		
Course details	Date	Training provider

EMPLOYMENT BACKGROUND (please continue on a separate sheet if necessary)

CURRENT / MOST RECENT JOB			
Employer's name		Salary	
Job Title		Notice required	
Reason for leaving			
Brief Description of Duties:		Dates (month & year)	
		From	To

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PREVIOUS JOBS (PAID AND VOLUNTARY)

Please detail the most recent first. Where there are gaps between jobs please indicate why, for example; continuing education, family, child care, unemployment or travelling. **Continue on a separate sheet if necessary**

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties:		Dates (month & year)	
		From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties:		Dates (month & year)	
		From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties:		Dates (month & year)	
		From	To

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SHORT LISTING INFORMATION

Skills and Abilities / Knowledge & Experience / Qualities

This is an important part of the application. Tell us why you are applying for this job. You should also show how you meet the requirements of the person specification by providing details of your experience, skills & knowledge gained in employment, voluntary work or elsewhere.

Please continue on a separate sheet if necessary

<h1>Job Application Form</h1>		
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The Data Protection Act 1998 requires that any staff handling personal data on others must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held on them and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In implementing the legislation, Exemplar adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application.

If you are unsuccessful in this application, we will keep this form on file for 6 months. Should you wish to be considered for other vacancies within the organisation. Please tick this box to show your agreement to this.

Previous Application: If you have previously applied to us for work, when did you apply and what was the vacancy?

.....

Were you interviewed? Yes No

If yes, what was the outcome?

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Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 provides that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any convictions which would otherwise be spent. The Care Home Regulations provide that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any criminal convictions, conditional discharges, bind-overs or cautions that they have been subject to at any time in the past.

Your answer to the following question should include any 'spent' convictions, conditional discharges, bind-overs or cautions. The 'Company' actively promotes equality of opportunity for all as stated in its Equal Opportunities policy, which can be found in your handbook or at your local office.

Have you ever been convicted of a criminal offence or received a Police Conditional discharge, bind-over, caution, warning or reprimand? Yes No

Have you ever been issued with a Penalty Notice for Disorder? Yes No

If so, what was the offence?Date

Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application for employment with this company. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any vacancy.

DECLARATION


I have completed an Application for a Criminal Disclosure and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.

I also give permission for a copy of the disclosure to which I am subject, being made available to a named Authorised Person upon written request, who acts on behalf of a National Government or Local Government Department for auditing purposes.

Name: _____

Signature: _____

Date: _____

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DECLARATION

I confirm that I am eligible to work in the UK. I fully accept that I am applying for Employment within Exemplar Homecare in the full knowledge and understanding that should Exemplar Homecare offer an introduction to a Service User and I accept such an introduction, any services that I provide, which are not allocated through Exemplar Homecare, are provided as a self-employed person. As a self-employed person, I accept that Exemplar Homecare’s duty is that of an agent, not employer, and in signing this disclaimer, I acknowledge that neither Exemplar Homecare, nor its employees hold any responsibility or liability whatsoever for the services I provide, nor for the consequences of the provision of such services, including personal accident, or damage to the Service User’s property, etc.

I declare that all the information given is true and I understand that any false or misleading information may result in my removal from Exemplar Homecare’s register of applicants. I consent to the processing of sensitive personal data as referred to at the beginning of this form.

Print Name:

Signed:

Date:

PLEASE RETURN THE APPLICATION FORM TO:

**Human Resources Manager
Exemplar Homecare
Unit 14 Ash House
Ransom Wood Business Park
Mansfield
NG21 0HJ**