Application Form Team Carer

STRICTLY CONFIDENTIAL Application for Employment. Please type or complete this form in black ink

POSITION APPLIED FOR	Date of Application

1. PERSONAL DETAILS

Surname		First names
Address		Previous Names
		Home Telephone No.
National Insurance No.		Mobile No.
Immigration Details		E-mail
Please notify us of any dates you are available for interview:		

Are you a citizen of the EU?	Yes	No
Do you need a work permit?	Yes	No
Current driving licence?	Yes	No
Do you have a car for work use?	Yes	No

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2. NEXT OF KIN

Surname		First names	
Address		Relationship	
		Telephone	

3a PREVIOUS EMPLOYMENT

A full employment history must be detailed beginning with your current employment and covering all reasons for gaps in any given year.

Date		**Employer's name(most recent first)**	**Position held**	**Salary & Benefits**	**Reason for leaving**
From	**To**				

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3b PREVIOUS EDUCATION

(Original documents as proof of qualification will be required at interview)

Secondary School / College / University	Examinations taken	Grades

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MANDATORY TRAINING

Please tick if you have completed the following training within the last 12 monthsPlease enclose copies of your training certificates

Moving and Handling		Basic Life Support		Intermediate Life Support		Advanced Life Support	
Complaints Handling		Handling Violence and Aggression		Fire Safety		COSHH	
RIDDOR		Caldicott Protocols		Data Protection		Infection Control	
Lone Worker Training		Equality & Inclusion		Food Hygiene (where required to handle food)		Personal Safety (Mental Health & Learning Dis')	

4 REHABILITATION OF OFFENDERS ACT 1974 – NOTICE TO OFFENDERS

Because of the nature of the work involved, the post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act (Exemption Order 1975). This means that you are not entitled to withhold information relating to any convictions you may have had.

Do you have any convictions to disclose?

Yes	No

Any information should be given on a separate sheet and sent with this application form. This information will be treated as confidential and will not necessarily preclude you from employment.

Signature:		Date:	

Failure to declare or the falsification of any of the above details will result in the withdrawal of any job offer.

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Your DBS status *Please send a copy of your most recent DBS Disclosure*

Current DBS Disclosure	Yes	No		Yes	No	
Issue Date				Disclosure Number		
Is this certificate registered with the update service	Yes	No				

All applicants who cannot provide a registered DBS or full immunisation record will be required to complete at their own cost. Trusted Care and Support LTD will cover the cost of any Mandatory Training updates however cancellations outside of 48 hours and late attendances will be

5. ADDITIONAL PERSONAL DETAILS

Outside interests, leisure time activities and other personal information which you think may assist us in evaluating your application.

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6. REFERENCES

Please give the name and address of at least two referees, one of whom must be your present employer or your most recent employer.

	Name	Status	Address, Email and Telephone No
1			
2			
3			

This organisation seeks to work in a flexible and family-friendly manner with its staff, however, unsocial hours are part and parcel of a quality care service. Weekend working is a requirement for all staff, the frequency of which will be determined at interview.

Please indicate holiday dates if already booked_____

Period of notice required in the present post_____

Earliest start date_____

Thank you for completing this application form.

I declare that to the best of my knowledge, all of the information contained and documented herein is complete and truthful.

Signature:		Date:	

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Equal Opportunities Monitoring

This section of the application will be detached and used for monitoring purposes only. Our organisation recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation religion or belief. We welcome applications from all sections of the community.

Date of Birth:		
Gender		Male
		Female
		I do not wish to disclose this

Race Relations (Amendment) 2000

I would describe my ethnic origin as (please indicate with a tick

Asian or Asian British		**Mixed Raced**		**Other Ethnic Group**	
	Bangladeshi		White & Asian		Chinese
	Indian		White & Black African		Any other ethnic group
	Pakistani		White & Black Caribbean		I do not want to disclose this
	Any other Asian background		Any other missed background		
Black or Black British		**White**			
	African		British		
	Caribbean		Irish		
	Any other Black background		Any other White background		

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Employment Equality Regulations 2003I Please select the option which best Please indicate your religion or belief describes your sexuality.

	Lesbian		Atheism		Sikhism
	Gay		Buddhism		Judaism
	Bisexual		Christianity		Hinduism
	Heterosexual		Islam		Other
	I do not wish to disclose this		Jainism		**I do not wish to disclose this**

Your Registration Checklist

To complete your registration, you will be required to provide the following documentation

	Completed Registration Form – signed in all requested areas
	CV – E-mailed in word format – Your CV must cover full work history from education
	Your Right to Work in the UK as well as your passport and forms of I.D -We require to see the originals of these documents.
	Birth Certificate and Driving License
	Copy of your most recent DBS – less than 1-year-old
	Training Qualifications – Diploma/Degree/NVQ – Any other training Certificates
	Mandatory Training Certificates > 1 Yea

I declare that the information given is correct to the best of my knowledge. I understand that omissions or false statements may disqualify me from employment or lead to dismissal. I give the employer the right to investigate all references.

Signature:		Date:

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Applicant shortlisted	Yes	No
Interview Date:		
References requested:		
References checked	Yes	No
Date:		

Notes for interview

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