

# COMPLETE HOME CARE 24

## CARE ASSISTANT

### APPLICATION FORM

Please complete this form in black ink and complete all sections

#### Position Applied for: Care Assistant

Your Name \_\_\_\_\_ and Initials \_\_\_\_\_

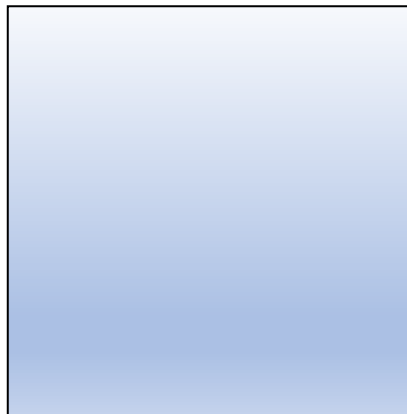
#### Data Protection GDPR Statement

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Agency to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

#### Equality of Opportunity Statement

The Agency's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or offending background.

Attach Photograph



### Personal Details

Title
Surname
Maiden Name
Previous surnames (if any)
Forenames (in full)
Address
Post Code
Telephone: Home _____ Work _____ Mobile _____
Email address
Nationality
May we contact you at work?      Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Birth
National Insurance Number
<b>Next of Kin to be notified in case of emergency:</b> Name  Address Post Code  Telephone Home _____ Work _____ Mobile _____  Relationship to you

**2. Formal Education and Qualifications**

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

**3. Employment History**

Please print details of all your employment for a period of at least the last 10 years, to include all nursing agency memberships, in reverse date order; starting with your present or last position.

Please include reasons for gaps.

Name & address of Employer	Dates of Employment	Position held and brief summary of duties and responsibilities	Reason for leaving/Last salary or wage	

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<b>4. General information</b>
Do you hold a valid and current Driver's Licence? Yes <input type="checkbox"/> No <input type="checkbox"/> Please <input type="checkbox"/> as appropriate
If Yes, what type? Provisional _____ Full _____ LGV _____ PCV _____ EU _____ non-EU _____

Do you have any endorsements? Yes _____ No _____ If yes, please give details
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Please state which languages you speak, including an indication of fluency _____
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<b>5. Preference regarding work</b>
Please specify which types of work you would prefer. You should tick all appropriate boxes. The service we give depends on accurate, up to date information. Please keep us informed of all developments, in your career and work preferences.

Positions    Part time _____    Full time _____    Relief _____
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Do you have any other work commitments? Yes _____ No _____ If yes, please give details:
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Are there any areas of work you wish to exclude?

When will you be available to start work?

### **6. Additional Information**

Give details of any additional information which you would like to include in support of your application. (Such information, for example, may include skills and/or achievements which you think may be of interest, and/or a summary of why you believe that you have the qualities we are looking for).....

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**7. References**

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

Name, Address and Post Code

Telephone Number

Position

Relationship to you

May we contact the above person now? Yes \_\_\_ No \_\_\_

Name, Address and Post Code

Telephone Number

Relationship to you

May we contact the above person now? Yes \_\_\_ No \_\_\_

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### 8. Confidentiality declaration

Registration implies acceptance of our code of confidentiality.

In the course of your duties you may have access to confidential information about our clients. On no account must information relating to identifiable client be divulged to anyone other than the manger. You should not disclose ANY information to your family, friends or neighbours.

If you are worried by any information, you have obtained and consider that you should talk about it to someone else

#### **MAKE AN APPOINTMENT TO SPEAK IN PRIVATE TO YOUR MANAGER.**

Failure to observe these rules will be regarded as serious misconduct which could result in disciplinary dismissal.

I have read and I understand the above and I agree to abide by the contents therein.

Signed Date \_\_\_\_\_

### 9. Rehabilitation of Offenders Act

As a general rule, no-one needs 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

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 \_\_\_\_\_

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)

#### **10. Criminal Records – Disclosure Certificate ACCESS NI**

The Criminal Records Bureau (CRB) have issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (standard or enhanced) 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 advised of the type of certificate being requested, and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

### 11. Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or

The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.

Are you eligible to work in the UK? Yes \_\_\_\_\_ No \_\_\_\_\_.

### 12. Personal Declaration

I declare that to the best of my knowledge the above information, 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 \_\_\_\_\_

<b>For Office Use Only</b>
<b>Initials</b>
<b>Date Application received</b>
<b>Date Application acknowledged</b>
<b>Initial Decision</b>
<b>Date Applicant informed</b>
<b>Date(s) of Interview</b>
<b>Decision</b>
<b>Notes</b>

**If You are selected for interview, please bring the documents listed below to confirm ACCESS NI and NISCC registration**

### GROUP 1 : Primary identity documents

- |  |   |
|--|---|
| <input type="checkbox"/> Current passport (any nationality)                                    | <input type="checkbox"/> Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK)                                       | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (Ireland)  |
| <input type="checkbox"/> Current driving licence (UK, Isle of Man, Channel Islands or Ireland) | <input type="checkbox"/> Adoption certificate (UK, Channel Islands or Ireland)  |

### GROUP 2a : Trusted government documents

- |   |  |
|---|--|
| <input type="checkbox"/> Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only)   |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland)                  | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)   |
| <input type="checkbox"/> HM Forces ID card (UK)   | <input type="checkbox"/> Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland)  |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands or Isle of Man)                                      | <input type="checkbox"/> Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based) |

### GROUP 2b : Financial and social history documents

- |   |  |
|---|--|
| <input type="checkbox"/> Mortgage Statement (UK or Ireland)   | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK or Ireland) | <input type="checkbox"/> Council tax statement (UK and Channel Islands)    |
| <input type="checkbox"/> P45 or P60 statement (UK or Channel Islands)                               |  |

#### Above documents must be issued within the last 12 months

- |   |  |
|---|--|
| <input type="checkbox"/> Credit card statement (UK or Ireland)  | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK) |
| <input type="checkbox"/> Bank or Building society statement (UK, Channel Islands or Ireland)  | <input type="checkbox"/> Utility bill (not mobile phone) (UK or Ireland)                   |
| <input type="checkbox"/> Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works)  | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK)   |
| <input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) |  |

#### Above documents must be issued within the last 3 months

- |  |  |
|--|--|
| <input type="checkbox"/> EEA National ID card  | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)  |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI)      | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI)                         |  |
| <input type="checkbox"/> Irish Passport Card (Cannot be used with an Irish passport) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application)                                 |

#### Above documents must be valid at the time of checking

**THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION**  
**PLEASE DO NOT SEND IT TO ACCESSNI**