

Application form

Post applied for: Care Assistant (Community)

Please complete in black ink or type

Personal details – Part A

Preferred title:	First name:
Surname/family name:	
Address:	
Post code:	
E mail address:	
Tel. (home):	Tel. (work or mobile):
Do you have legal status to work in the UK: YES / NO	

It is a requirement of employment with Priceless Care Services Ltd as a care assistant working in the community that you have a full driving license and access to a car that is taxed, MOT tested (if necessary) and insured in your name for business use.

Do you hold a valid driving license? YES/NO

Country of issue:

Do you own a car that you are willing to use in connection with work? YES/NO

Ideally how many hours a week would you like to work?

Which days are you willing to work?

MON TUE, WED, THUR, FRI, SAT, SUN, ANY (Please circle)

Are there any hours during the day when you will not be available?

Are you willing to work split shifts? Morning, lunch, evening? YES/NO

**Our staff generally work between 7am and 10pm are you willing to do that?
YES/NO**

Are you available to work overnight if the need should arise? YES / NO

References

Please give names, addresses and telephone numbers of two people who can provide references for you. They **must** be your last two employers. If you aren't currently in employment please see the enclosed guidelines on completing this form. Priceless Care Services Ltd reserves the right to contact other previous employers.

Present or previous employer

Name:

Job title:

Organisation:

Address:

Telephone:

E mail address:

How is this referee known to you?

Do you wish to be contacted before we approach this referee?

Yes/No

Name:

Job title:

Organisation:

Address:

Telephone:

E mail address:

How is this referee known to you?

Do you wish to be contacted before we approach this referee?

Yes/No

Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and final warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of Home Care Services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

Do you have any previous or outstanding convictions, cautions, reprimands or final warnings?

YES / NO (please delete as appropriate)

If you do have any previous or outstanding convictions, cautions, reprimands or final warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview.

Dates of any holidays booked at the time of application: From to 20.....

Names of any relatives currently employed by Priceless Care Services Ltd and their relationship to you

Have you signed a current agreement relating to non-compete, trade secrets or confidential information with any other social care employer? YES / NO

Declaration

I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

Signed:

Date:

Section A will be detached from your application. All short listing will be carried out on a completely fair basis in accordance with Equal Opportunities Legislation and Policy

Priceless Care Services Ltd

Passionate about Caring!

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Education & work history – Part B

Education and qualifications: please tell us about the school/college/ university you attended, starting with the most recent.

Name of school/ college/university	Dates you started and finished	Qualification and grade

Voluntary work

Please give details of any voluntary work or community activity

Training: Do you hold current certificates in:

Course title and content	Date
Manual Handling: YES/NO	
First Aid: YES/NO	
Infection Control: YES/NO	
Medication Administration: YES/NO	
Safeguarding for adults: YES/NO	
Food Hygiene : YES/NO	
Common Induction Standards: YES/NO	
<p>NVQ/Diploma: Do you have NVQ/Diploma in Health and Social Care? YES/NO</p> <p>If YES which level?</p>	

Present or most recent employment

Employer's name and address:

Dates of employment including month and year:

Post title:

Reason for leaving:

Please tell us about what you did in your job:

Notice required:

No of hours worked:

Hourly Rate:

If you need more space for any of these sections please continue on a separate sheet

Past employment please give details of your entire work history. You do need to account for any gaps in employment.

Employers name and address:	Dates from & to month & year:	Job title & brief description of duties:	Reason for leaving:

If you need more space please continue on a separate sheet of paper

Information in support of your application

Please use this space to tell us how your skills, experience and knowledge match those in the job description and person specification.

If you need more space please continue on a separate sheet of paper

Equal Opportunities Monitoring Form

This questionnaire will not be seen by the recruitment panel. All information received will be treated in strict confidence. Priceless Care Services Ltd strives to be an equal opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order to have accurate information about our performance we would be grateful if you would complete this monitoring form and return it with your application form. If you feel that our recruitment procedure has unfairly discriminated against your application to work with us, please take this opportunity to tell us.

Post applied for:

1	How would you describe your ethnicity?		
	White		Asian or Asian British
	British	<input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
	Irish	<input type="checkbox"/>	Indian <input type="checkbox"/>
	Any other white background <i>(please specify:)</i>	<input type="checkbox"/>	Pakistani <input type="checkbox"/>
			Any other Asian background <i>(please specify:)</i> <input type="checkbox"/>
	Black or Black British		Mixed
	African	<input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
	Caribbean	<input type="checkbox"/>	White and Black African <input type="checkbox"/>
	Any other black background <i>(please specify:)</i>	<input type="checkbox"/>	White and Asian <input type="checkbox"/>
			Any other mixed background <i>(please specify:)</i> <input type="checkbox"/>

	Chinese		Other ethnic group	
	Chinese	<input type="checkbox"/>	Other ethnic group <i>(please specify:)</i>	<input type="checkbox"/>
	If you would like to further describe your ethnicity, please do so here:			

2	Which age category do you fit into?			
	18 - 24 years	<input type="checkbox"/>	49 - 56 years	<input type="checkbox"/>
	25 - 33 years	<input type="checkbox"/>	57 - 65 years	<input type="checkbox"/>
	34 - 40 years	<input type="checkbox"/>	66 - 70 years	<input type="checkbox"/>
	41 - 48 years	<input type="checkbox"/>	Over 70 years	<input type="checkbox"/>
3	Are you male or female?			
	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
4	Do you consider yourself to be a person with a disability? This includes people with long term health conditions. If you tell us you have a disability we will make reasonable adjustments to where you work and to your work arrangements and at interview.			
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5	Are you a carer? "A carer is someone, who, without payment, provides help and support to a partner, child, relative, friend or neighbour, who could not manage without their help. This could be due to age, physical or mental illness, addiction or disability."			
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please tell us how you heard about the job you are applying for so we can find out how good our advertising is

Newspaper (which one) Web site (which one)

Other (please give details)