

CONFIDENTIAL APPLICATION FORM

POST DETAILS

Post applied for: PA / CARE WORKER	Post ref:
Where did you see this post advertised?	

PERSONAL DETAILS

Surname:	First Names:	
Title:	Home Telephone No:	
Address:	Business/Mobile Telephone No:	
	Do you have a current full Driving Licence?	YES/NO
	Do you have use of a vehicle?	YES/NO
Post Code:		

CURRENT EMPLOYER

Employers Details	Brief Details of Current Job and Duties performed.	Date Started: Notice Required:

Which of the following sessions would you be able to work?

Please tick all the boxes that you could work.

- | | | |
|---|---|---|
| <input type="checkbox"/> Weekday mornings | <input type="checkbox"/> Sat mornings | <input type="checkbox"/> Sun mornings |
| <input type="checkbox"/> Week afternoons | <input type="checkbox"/> Sat afternoons | <input type="checkbox"/> Sun afternoons |
| <input type="checkbox"/> Week evenings | <input type="checkbox"/> Sat evenings | <input type="checkbox"/> Sun evenings |

Could you work extra hours at short notice? yes no

Which of the following household tasks can you carry out?

- Cooking washing clothing cleaning preparing food light gardening ironing

REFERENCES

Details of two referees are required; one of which should be from your present or last employer. If you have recently left school or college it should be from your teacher/lecturer. It is normal to take up references before interview. If you have any strong objections to either reference being sought at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references

Name: Address:	Name: Address:
Telephone No: Title/Position: Relationship to applicant:	Telephone No: Title/Position: Relationship to applicant:

INTERVIEW ARRANGEMENTS

Please indicate below any dates when you would not be available to attend for interview:

QUALIFICATIONS

Qualifications obtained (Please be prepared to provide evidence)	Grade	Date Achieved	School/College/University

EMPLOYMENT HISTORY

Employer	Post Title	Salary	Date Employed		Reason for leaving
			From MM/YY	To MM/YY	

Please detail your sickness absence (School/College/Work) in the last year, including number of days and frequency. Please indicate if the absence was disability or pregnancy related.

Please describe if you have any health issues that would affect your ability to do the tasks described in the Job Description.

Please describe if there are any tasks that you think you couldn't perform, EITHER FOR religious, cultural or medical reasons or simply because you wouldn't want to.

DESCRIBE ANY HOBBIES OR INTERESTS YOU HAVE

SUMMARY OF EXPERIENCE AND SKILLS

Please give details of any experience, skills and qualities which you have relevant to the post in support of your application and that you feel are important as a personal assistant to a disabled person. Please use the space below and an additional sheet if necessary.

Do you have any criminal convictions? yes no

Because of the nature of this job, it is exempt from the Rehabilitation of Offenders Act and you must tell us about any previous convictions which you may have had at any time. Any information you provide will be kept confidential and will not automatically stop you from being considered for the job. You will also be required to undertake an enhanced Criminal Records Bureau Check (see below).

If yes, please give details:

Do you have the right to work in the UK? Yes No

Is this subject to any restrictions Yes No

If yes – please give details

Please note – you will be expected to provide details of your right to work in the UK if you are invited for an interview.

Tick this box if you would like your details to be retained so that you can be considered for other vacancies at South Leicestershire Care Co-operative?

Declaration:

I declare that I have answered the questions in this form truthfully and that all the information I have given is correct. I understand that, if I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.

Signed:

Date:

Please return this form to:

South Leicestershire Care Co-operative
Blaby Business Centre
33 Leicester Road
Blaby
Leicester LE8 4GR

The personal information collected on this form will be processed in accordance with the Data Protection Act 1998, for the purpose of recruitment. It will not be disclosed to any external body without your express written consent.

GUIDANCE ON DISCLOSURE OF CRIMINAL RECORD **(ENHANCED DISCLOSURE)**

Prospective employers are entitled to ask about applicants' criminal records subject to the provisions within the Rehabilitation of Offenders Act (RoOA) 1974 concerning 'spent' convictions. However certain types of jobs, set out in the RoOA 1974 (Exceptions) Order 1975 and the RoOA 1974 (Exceptions) (Amendment) Order 2001, are exempt from those provisions. The exemptions cover:

- Jobs whose normal duties include caring for, training, supervising or being in sole charge of children or vulnerable adults.
Jobs whose normal duties involve carrying out work of any sorts in:
 - A care home or residential care home which is exclusively or mainly for children
 - An educational institution which is exclusively or mainly for the full-time education of children
 - A children's home or voluntary home
 - A home provided under s.82(5) of the Children Act 1989
 - Day care premises for children under 8.
- Jobs whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.
Any employment in connection with the provision of social services which enables the holder to have access to any of the following classes of person in the normal course of his/her duties:
 - Over age 65
 - Suffering from serious illness or mental disorder of any description
 - Addicted to alcohol or drugs
 - Blind, deaf or without speech
 - Substantially and permanently disabled by illness, injury or congenital deformity.
- Any employment which is concerned with the provision of health services and which is of such a kind as to enable that person to have access to persons in receipt of such services in the normal course of his/her duties.
Any employment carried out wholly or partly in the precincts of a prison, remand centre or young offenders institution.
Jobs whose normal duties include supervising or managing an individual in his/her work in one of the above.

All applicants are required to provide details of any criminal convictions, cautions, reprimands and final warnings on the enclosed declaration form. The job for which you are applying is covered by the exemptions listed above and you are, therefore, required to declare all convictions of whatever nature (including driving offences), both current and 'spent', even if the conviction occurred some years ago. In addition you are required to declare any other information which may have a bearing on your suitability for the job.