

## CARE WORKER APPLICATION FORM

Application ID:		Interview Date:		Interview by:	
-----------------	--	-----------------	--	---------------	--

Please complete this form fully using black ink or type. C.V.s are not accepted. Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.  
WE ASK THAT YOU COMPLETE THIS APPLICATION ON YOUR OWN**

### SECTION 1: YOUR PERSONAL DETAILS

First Name:		Photography				
Middle Name:						
Surname:						
Address:						
Postcode:		Nationality:				
Date of Birth:		Ethnicity:				
National Insurance No:		Current Employment Status				
Mobile Number:		Email Address:				
Next of Kin		Next of Kin Mobile:				
Are you free to remain and take up employment in the UK with no current immigration restrictions?	Yes	No				
Have you worked in a care support role recently?	Yes	No				
If yes, what was your standard hourly rate?	£ .	per Hour				
Do you hold a full, clean driving license valid in the UK?	Yes	No				
Do you have the use of your own vehicle for this role?	Yes	No				
If yes, does it have additional business insurance?	Yes	No				
How did you hear about this job vacancy / position?	Google	Word of mouth	Company website	Job Centre	Our Leaflet	Our Employee
	Do you have relatives working for Marigold Home Care Ltd:	Yes	No	Name:		

**If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment. See the 'required documents' list attached.**

## SECTION 2: AVAILABILITY

It is really important to us that we know when you are available for work so, please do your best to ensure that the information you provide in this section is correct.

What is the earliest you can start:	/	/	Notification period for current employer:	
Do you have any holidays booked?	Yes		No	Date Range: -
Further details:				
Please tick below and indicate, which days and visits you usually would be available?				

	Morning	Lunchtime	Teatime	Evening		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Holidays						
Live-in Care:	Yes	No	Duration:	6 Hrs.	12 Hrs.	24 Hrs.

Is there anything else we should know about your availability? i.e., school errands

Please advised which areas (towns, boroughs) you would like to work in

Do you have any religious considerations when completing tasks (please tick selection)

Unable to work with male service users. (Only relates females)

Unable to server certain food products i.e., beef, pork, alcohol

Other (see below)

If you selected Other, please provide more details:

## SECTION 3: YOUR SKILLS AND QUALIFICATIONS

Which language(s) due you speak?		Read	Write		Read	Write		Read	Write
Do you have an NVQ/QCF level 2 (or above) in Health & Social Care?	Yes		No		Have you completed the Care Certificate?	Yes		No	
Other relevant formal qualifications you have achieved (including any Maths or English qualifications):									
When did you leave full-time education?	Month				Year				



From (Month and Year)	To (Month and Year)	Employer and Location (or education establishment)	Your job role (or, if studying, your course)	Why you left (if applicable)

Use additional sheet if required and ensure it is submitted with this application form.

## SECTION 5: YOUR REFEREES

Please provide the details of **four** people that we can write to for a reference. The first of these people **must** be your current or most recent employer. The other referees will ideally also be your most recent previous employers.

If you cannot provide the details of four previous employers, you may substitute one or more of these with a referee who was a former tutor or teacher when you were in formal education.

If you cannot provide details of a teacher or tutor, we may accept a personal reference from a person of professional standing (e.g., a doctor, lawyer, accountant, recognised religious leader or teacher) who knows you, either professionally or personally.

**You must not give the names of friends or relatives or colleagues that are/were not senior to you as referees. All references will be verified.**

### 1st REFEREES (Should be your most recent employer)

Refer Full Name:				Position:		
Name of Organisation or education institute:						
Address:					Postcode:	
Email Address:				Phone Number:		
Dates of employment or study:	Month	Year	to	Month	Year	

### 2nd REFEREES (Should be your most recent employer)

Refer Full Name:				Position:		
Name of Organisation or education institute:						
Address:					Postcode:	
Email Address:				Phone Number:		
Dates of employment or study:	Month	Year	to	Month	Year	

### 3rd REFEREES (Should be your most recent employer)

Refer Full Name:				Position:		
Name of Organisation or education institute:						
Address:					Postcode:	
Email Address:				Phone Number:		
Dates of employment or study:	Month	Year	to	Month	Year	

**SECTION 6: CRIMINAL RECORD**

Care workers work with vulnerable people, and we take our responsibility to protect them very seriously. Your appointment will depend on the satisfactory completion of a criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

**You must not give inaccurate or untruth information as all information provided will be verified.**

<b>Have you received any convictions, cautions, reprimands, or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?</b>	<b>Yes</b>	<b>No</b>
<b>To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?</b>	<b>Yes</b>	<b>No</b>

If you answered ‘yes’ to either of the two previous questions, **please provide details below:**

<b>Do you consent to us applying for an enhanced criminal records disclosure (DBS) on you and for us to retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)?</b>	<b>Yes</b>	<b>No</b>

**Note that** if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that you’re having a criminal record will **not** necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please ask.

**Criminal records disclosures – our policy**

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

**SECTION 7: SUITABILITY FOR THE JOB**

<p><b>Have you read and understood the care worker profile and job description?</b> Read the care worker profile and job description before answering this question</p>	Yes	No

The position for which you are applying requires physical effort (including sitting, standing, carrying, walking, moving, and handling people), mental effort (including dealing with emergencies and short-notice changes to work in a fast-paced environment) and possible emotional/psychological effort (including dealing with bereavement and challenging behaviour in a potentially stressful environment)

<p><b>Do you have any health conditions that would prevent you from meeting these intrinsic requirements for which the company might need to make reasonable adjustments?</b> (If yes, please be aware that we may need to discuss these with you at your interview)</p>	Yes	No

If you answered yes, please provide further details:	
Number of days sickness absence in the last 2 years:	Please state number of occasions in the last 2 years:

Marigold Home Care has a policy of interviewing applicants who have a disability and who meet the essential short-listing criteria. In order to ensure that this happens, please complete the following:

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. Do you consider yourself to have or have had a disability?

<p>Do you have a disability which is relevant to your application? If yes, please provide further detail below;</p>	Yes	No

**SECTION 8: OTHER RELEVANT EXPERIENCE**

Please tell us how your experience, skills and qualifications meet the requirements of the person and job profiles. Please focus your response on the abilities and/or competencies required for the role giving evidence of your experience to date (maximum of 500 words). Refer to the guidance notes attached explaining this section.

**SECTION 9: DECLARATION**

Please read the following statements carefully. If there is anything you do not understand, **please ask before you sign at the bottom of the page.**

I, the job applicant named on the front of this form, certify that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that

The company will make checks to verify the information I have provided.

Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal.

The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the Data Protection Act 1998 and other relevant legislation.

The company will use the personal information I have provided to decide if I am suitable for the role I have applied for.

Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the company does use my personal information for statistical analysis, it will be anonymised.

If my application is unsuccessful, the company will keep only basic information about me and destroy the rest.

If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, worker handbook, and company policies, which I will sign before I start work, will include further information on how my information may be used)

The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner.

Any offer of employment will depend on the receipt of satisfactory employment references, documentation, and the satisfactory completion of a criminal records disclosure (see part six above);

I will be liable for the cost of my initial criminal records disclosure but that the company will bear the cost of any future disclosures that need to be made.

I will be required to complete the company's pre-employment induction training programme prior to my starting work with the company.

My attendance on the induction training programme will not indicate any offer (on the part of the company) or acceptance (on my part) of employment and that the time I spend on the induction programme will therefore not count as working time for the purposes of calculating the company's compliance with National Minimum Wage regulations.

I will be liable for the cost of my induction training (£125) and any uniform (£25), or devices given to me if I leave the company's employment or dismissed within six months and that this sum will be deducted from your final wages to recoup administrative and property costs.

Applicant Name:		Signature:					Date:	
<b>Office Use Only</b>	All checks completed	Y	N	Successful	Y	N	Assessor Signature:	