# Part One

**Application Form**

Before completing the form please ensure that you have thoroughly read the Job Description for the position you wish to apply for.

***If you need this form in large print, please contact the office.***

Please complete **all** fields in black ink and use **CAPITAL letters**. If you need any help, please ask.

|  |  |
| --- | --- |
| Position applying for: | Care Assistant |

# Part one – your personal details

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title (Mr, Mrs, Ms, Miss)** | |  | | | | | | | | | **Sex** | **Female**  **Male**  |
| **Surname** | |  | | | | | | | | | **Other Names** |  |
| **Address** | |  | | | | | | | | | **Postcode** |  |
| **Phone No** |  |
| **Email address** | |  | | | | | | | | |  |  |
| **Emergency Contact Name** | |  | | | | | | | | | **Address:**  **Phone No:** | |
| **NI Number** |  |  |  |  |  |  |  |  |  |

**How did you hear about this job?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Google |  | |  |  | | --- | --- | | [Indeed](http://www.indeed.co.uk) |  | |  |  |  |
| Company Website  |  | Word of mouth  |  |  |  |
| Refer a Friend |  | Job Centre  |  |  |  |
| BeeAktive worker  If referred by staff, please state their name here: |  | Other (Please Specify)  |  |  |  |

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do any other of your close friends or relatives already work for us?**  ***If you answered ‘yes’, please give their names here:*** | Yes |  | No |  |
|  |  |  |  |  |
| **Can you prove that you are legally entitled to work in the UK?**  ***If you answered ‘yes’, what document/s will you provide to prove this?*** | Yes |  | No |  |
|  |  |  |  |  |
| **Have you worked recently in a care support role? Yes**  **No**  |  |  |  |  |

# Part Two

**VERIFICATION OF PERMISSION TO WORK IN THE UK**

Please bring your evidence with you to your interview if successful

Do you have any of the documents listed below Yes 🞐 No 🞐

**LIST A** – Any **One** of the following documents – tick which one applies:

1. A passport showing that you are a British Citizen, or a citizen of UK and Colonies having the right of abode in the UK 🞐
2. A national passport or national identity card showing that you are a national of an European Economic Area country or Switzerland 🞐
3. A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of an EEA country or Switzerland. 🞐
4. A permanent residence card issued by the Home Office to the family member of a national of an EEA country or Switzerland. 🞐
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on his or her stay in the UK. 🞐
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on his or her stay in the UK. 🞐
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. 🞐
8. A short or long birth or adoption certificate issued in the UK together with an official document giving a permanent National Insurance Number and their name, e.g. P45, P46, NI card or a letter from a government agency. 🞐
9. A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, which includes the names of at least one of the holder’s parents and an official document giving a permanent National Insurance Number and their name, e.g. P45, P46, NI card or a letter from a government agency. 🞐
10. A certificate of registration or naturalisation stating that the holder is a British Citizen together with an document giving a permanent National Insurance Number and their name, e.g. P45, P46, NI card or a letter from a government agency or previous employer; 🞐

The EEA includes: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

**Or List B Group 1 – tick which one applies**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the work in question 🞐
2. Additionally, if the holder is allowed to work under a student visa, a letter from the educational establishment stating the type of course and duration being undertaken 🞐
3. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question 🞐
4. A current Residence Card (including Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence 🞐
5. A current immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name

issued by a Government agency or a previous employer 🞐

Or **List B Group 2 - tick which one applies**

1. A certificate of application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration 9European economic Area) Regulations 2006, to a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment that is less than six months old together with a positive verification notice from the Home Office Employer Checking Service. 🞐
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a positive verification notice from the Home Office Employer Checking Service. 🞐
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. 🞐

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**DECLARATION BY APPLICANT**

I confirm that I am legally resident in the U.K. and have permission to work.

My National Insurance Number is: ………………………………………….

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

NAME (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION BY RECRUITING MANAGER** *(Office use only – Move to* ***Part C****)*

I have seen the documents as required in the above schedules.

Applicant’s date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Document(s) used to verify: \_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g. passport)

Managers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**FOR MANAGERS**

Check the details of the documents presented to you using the Home Office Right to Work Checklist.

You must make CLEAR copies of all documents in a format that cannot be later altered, date them and retain securely. For passports copy any page with the document expiry dates, nationality, date of birth, signature, leave expiry date, biometric details and photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question. All other documents copy in full and both sides of a Biometric Residence Permit.

**Follow up checks:**

If the individual has presented a List A document then they are covered for the full period of their employment.

If the individual has presented a List B Group 1 document you **must** carry out another check when the individual’s current evidence expires.

**For a List B Group 2 document the individual is only covered to work for 6 months and you must carry out a follow-up check when that time elapses.**

DATE FOLLOW UP CHECK REQUIRED:

# Part Three

# Criminal record disclosure

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 (DBS) disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

|  |  |  |  |
| --- | --- | --- | --- |
| **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)?** | | | |
| Yes |  | No |  |
| **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?** | | | |
| Yes |  | No |  |
| If you answered ‘yes’ to either of the two previous questions, **please provide details:** |  |  |  |
| ……………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………… | | | |
| **Do you consent to our applying for an enhanced criminal records (DBS) disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)?** | | | |
| Yes |  | No |  |

**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 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.

# Declarations

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, confirm 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 may 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;
* The company will use the personal information I have provided to decide if I

am suitable for the job 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, which I will sign before I start work, will include further detail 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 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 a pre-employment induction training programme prior to my starting work with the company;

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Dated** | ……/……/………… |

## Your 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 date you could start work with us?

……/……/…………

**Do you have any holidays etc. already booked?** Yes  *- please give dates below* No 

### Do you have the use of your own vehicle for work? Yes  No 

**Please tick here to indicate when you would usually be available for work:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Lunchtime | Teatime | Evening |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

**Is there anything else we should know about your availability?**

|  |
| --- |
|  |

**Part Four**

**General Data Protection Regulations – Consent Form for Job Applicants**

In May 2018 the law changes about how companies record, store and use individuals’ personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we must change some of our working practices.

As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

**Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of data** | **Why we wish to hold it** | **How long it will be kept for** |
| **1** | **Recruitment data**  Previous employers  Types of job held at other companies  Previous salaries  Skills and qualifications obtained | This will allow us to decide on your suitability for employment/engagement  It will help us to decide which dept. you may be most suitable in | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months  if a job offer is made and more comprehensive GDPR consent form will be issued |
| **2** | **Ethnic monitoring data**  Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010 | We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity | This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards. |

**Agreement to use my data**

I hereby freely give my prospective employer [BEEAKTIVE CARE LIMITED] consent to use and process my personal data relating to my job application.

**In giving my consent:**

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from

my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our Company is [QUINTIN SAWYER] and I can contact them directly if I have any questions or concerns. Their e-mail address is info@qnsmedia.com.

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name: ...…………………………………………………………

Signature: ……………………………………………………….

Date: …………………………………………………………….

Yours sincerely

Data Controller

# Part Five – References

We will not contact any referee until an offer of employment has been accepted.

Please provide the details of people that we can write to for a reference to cover the last 5 years of your employment. The first of these people **must** be your current or most recent employer. If you cannot provide work references for some reason then we might accept personal references – these should not be from relatives and ideally will be someone who knows you in some professional standing.

**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.**

**By providing the details you are giving your consent that we can contact them should an employment offer be made.**

Relatives are not acceptable as referees

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| **Name**:  **Relationship to applicant:**  **Organisation:**  **Address**:  **Email Address**:  **Phone Number:** | **Name:**  **Relationship to applicant:**  **Organisation:**  **Address:**  **Email Address:**  **Phone Number** |

**Part Six**

**Confidential Health Questionnaire**

This form is sent to all **new employees** to enable us to understand and support you with any health conditions or disability related needs you may have and any reasonable adjustments you may need us to make for you to be successful in your role. The information given will be used only in relation to your access needs and will be treated as strictly confidential.

In compliance with GDPR this information will be shared with your line manager and kept on your personnel file that can only be accessed by those authorised for business purposes to do so.

Please complete in full.

**Full name:**……………………………………………...........

**Role:**…………………………………………………………..

**Whilst at work**

Having read the job description, are there any aspects of your medical history that you need BeeAktive to take account of in ensuring you can carry out your duties in a safe way and provide you with any support you may need to fully carry out the role?

Yes 🞎 No 🞎

If yes please give details:…………………………………………………………………………………

Are you taking any medication which may affect your ability to carry out your duties?

Yes 🞎 No 🞎

If Yes please give details:………………………………………………………………………………..

……………………………………………………………………………………………………………...

**PC use**

Will you require any alternative software / equipment in order to perform the duties/tasks contained in the job description?

Yes 🞎 No 🞎

(If yes, please state the type of alternatives you require?)

If you are supporting our clients in their own home, there may be elements of the role that require you to physically support the customer to be mobile. Is there any reason why this could be difficult for you (for example back problems)?

Yes 🞎 No 🞎 (if yes please give details)

Some of our clients need vigilant support. Is there anything that will affect your ability to provide this support (for example epilepsy, medical absences, concentration difficulties).

Yes 🞎 No 🞎 (if yes please give details)

Signed:………………………………………………………

Print name: …………………………………………………

Date:……………………………………….