

Application for Homecare Employment

PRIVATE & CONFIDENTIAL

PERSONAL DETAILS: (Block Letters Please)

Surname: <small>(Mr/Mrs/Ms/Miss) (Please circle)</small>	First Names:			
Address:	Tel No: (Home)	Mobile No:		
Post Code:	Tel No: (Work)	Email address:		
Do you hold a full driving licence: YES/NO	Date of Birth:	National Insurance No:		
Car Available: YES/NO				
Employment Status	British citizen	Visa	Student Visa	Work permit

EMPLOYMENT HISTORY: (Most recent job first) (Please use an extra sheet if necessary)

Dates From:	Employed To:	Name/Address of Employer	Job Title: Duties & Responsibilities	Salary

2. EDUCATION & QUALIFICATIONS (Please use an extra sheet if necessary)

From:	To:	Name & Address of Establishment	Details of Qualifications/Courses attended

OTHER INFORMATION

Tell us how your previous experience, whether at work or otherwise, is relevant to this job?
(Please use an extra sheet if necessary).

REASON FOR LEAVING LAST EMPLOYMENT

3. MEDICAL HISTORY

Please give details of any disabilities or serious illnesses suffered in the past 2 years, days lost from work, hospitalisation etc. Do you have a disability you wish to tell us about? If so, are you registered disabled at a Job Centre (Green Card holder?)

REFERENCES Give two referees (**one must be your current or most recent employer**)

If you do not wish your referees to be contacted without your prior knowledge please tick here []

1. Name : Address: Daytime telephone no:	Occupation:
2. Name: Address: Daytime telephone no:	Occupation:

AVAILABILITY

Available to start work:	Number of weeks/months available:	What is your ideal working pattern:
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DECLARATION

I declare that to the best of my knowledge, the information I have given on this form is true in every respect.

Signature:

Date:

Please return completed form to:

**Ms Jennifer Narnor
Care Co-ordinator
Friendship Homecarers
92 Hastings Street
LUTON
Beds
LU1 5BH**

Friendship Homecarers is committed to an Equal Opportunities policy. In order to ensure the effectiveness of this policy, all applicants are asked to provide the following information, which will be treated in the strictest confidence.

I would describe myself as: (please tick appropriate box)

- (a) Black (African)
- (b) Black (Caribbean)
- (c) White (British)
- (d) White (European)
- (e) Asian (Indian)
- (f) Asian (Bangladeshi)
- (g) Asian (Pakistani)
- (h) Other (please specify) _____

How did you hear about us? _____

FOR OFFICE USE ONLY

Application form sent:	Date:
Application form returned:	Date:
Invited to Interview:	Date:
Request References:	Date:
References received:	Date:
Rejection:	Date:
Offer made:	Date:
Start Date:	Date:
Induction pack:	Date:
Training:	Date:
Uniform/Tabard:	ID photo Y <input type="checkbox"/> N <input type="checkbox"/>

CONFIDENTIAL

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN AND VULNERABLE CLIENTS

Due to the nature of your appointment as Care Assistant/Domestic Assistant you should appreciate that Friendship Home Carers must enquire into the character and background of all staff. It is therefore essential that in making your application, you disclose whether you have any convictions, bind-over orders or cautions and if so, for what offences.

The fact that a conviction, bind-over order or caution has been recorded against you will not necessarily exclude you from consideration for this appointment.

Have you any convictions, bind-over orders, cautions or pending prosecutions? (See notes)

YES		NO		Date	/	/
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If yes please give details

I give my permission for a Police Check to be made

Signed: _____ Date: _____

Surname:	Post applied for:
Forename:	Sex: M/F
Previous/other names:	Date of Birth: / /
(Including maiden names):	Place of Birth:
	Height:
Current address in full:	
	Post Code:
If less than 3 years please give previous address	
Previous address in full:	
	Post Code:
As from (date): / /	

I declare that the information I have given is correct. I understand that if I am employed any false information will result in the termination of my contract with Friendship Home Carers Ltd.

Signature: Date: