|  |  |
| --- | --- |
| Return this form to:             Registered Manager, Cramlington House, Bassington Avenue  Cramlington, Northumberland, NE23 8AG  **POSITION APPLIED FOR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Ref No:** …………….. | |
| Title: | Schools:                                                  Qualifications gained: |
| Surname: |
| Forename(s): |
| Address:  Postcode:  E-mail address: |
| Tel. Nos (please include code):  (Home)  (Work)  (Mobile) |
| Current driving licence?          Yes/No  Groups:                                       Expiry Date:  Details of any endorsements: | College/university:                              Qualifications gained: |
| NI No. |
| Are there any restrictions on you taking up work in the UK?  Yes/No (If yes please provide details) | Other training: |
|  |

**APPLICATION FOR**

**EMPLOYMENT**

Private and Confidential

1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name & address of employer | Job title & duties | Salary on  leaving | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Leisure

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

Employment History

(Please commence with most recent employer and provide a 10 YEAR employment history, or your entire Employment history if

less than 10 years)

2

|  |  |  |
| --- | --- | --- |
| Please provide details of three referees who can provide information relating to your competency in a caring role, one of  whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a  student, please give an academic referee.     If you are applying for a post which requires unsupervised access to  children/vulnerable adults, we reserve the right to approach any past employer for a reference. | | |
| Name: | Name: | Name: |
| Position: | Position: | Position: |
| Organisation: | Organisation: | Organisation: |
| Address:  Postcode: | Address:  Postcode: | Address:  Postcode: |
| Tel No. | Tel No. | Tel No. |
| May we approach the above prior to  interview?    Yes/No | May we approach the above prior to  interview?    Yes/No | May we approach the above prior to  interview? Yes/No |

General Comments

References

You may wish to set out below the principal reason for your application and highlight main achievements to date and the strengths

you would bring to this post. Continue on a separate sheet if necessary.

3

Cautions, Rehabilitation and Criminal Records

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the

Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment)

Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974**must be**

**disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely

confidential and will be considered only in relation to this application.

In addition you are required to submit to a Disclosure Barring Service check. Any standard or enhanced disclosure made by

the Disclosure Barring Service will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)

If YES, please give details:

Special Requirements (Care Sector)

Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

1. Your written consent to obtaining a standard/enhanced disclosure certificate from the Criminal Records Bureau or an

approved umbrella body.

2. Such disclosure being acceptable to us.

3.

4.

Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).

Three satisfactory written references.

5. That you will supply a photograph of yourself for retention in your records.

6. Evidence of physical or mental suitability for your work.

Declaration (Please read carefully before signing this application)

1.

2.

3.

I confirm that the above information is complete and correct and that any untrue or misleading information will give my

employer the right to terminate any employment contract offered.

Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law

requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the

organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information

will be retained in my personnel file during employment and for up to six years thereafter and understand that

information will be processed in accordance with the Data Protection Act.

I agree that my previous employers may be approached for references. I also agree that should I be successful in this

application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a standard or

enhanced (as appropriate) disclosure. I understand that should I fail to do so, or should the disclosure or reference not

be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

4

Skills and Experience Self Assessment

The following questions are intended to help you tell us about your experience at work and in life in general.

**Do not worry if you have no previous experience of working in care** just answer the questions in part 2.

Please indicate what you consider you level of skill and experience in each of the following.

**Tick 4 = Very High 3 = High 2 = Medium 1 = Low 0 = None**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part 1 - If you have worked in care before please answer ALL questions in parts 1 & 2** | **4** | **3** | **2** | **1** | **0** |
| Working as a senior carer |  |  |  |  |  |
| Caring in a home for older people |  |  |  |  |  |
| Caring in a home for older people with mental infirmity |  |  |  |  |  |
| Caring in another type of home |  |  |  |  |  |
| Caring in another type of service like home care |  |  |  |  |  |
| Assessing the needs of residents |  |  |  |  |  |
| Writing care plans |  |  |  |  |  |
| Keeping daily records |  |  |  |  |  |
| Taking part in reviews |  |  |  |  |  |
| Being a key worker to a resident |  |  |  |  |  |
| Helping with activities and outings and outings for residents |  |  |  |  |  |
| Helping residents to stay in touch with loved ones |  |  |  |  |  |
| Helping residents to look after their clothes and other possessions |  |  |  |  |  |
| Helping residents with personal hygiene, bathing and using the toilet |  |  |  |  |  |
| Admitting residents to a home |  |  |  |  |  |
| Discharge of residents from a home |  |  |  |  |  |
| Dealing with resident’s money, clothes and other possessions |  |  |  |  |  |
| Caring for residents who are ill |  |  |  |  |  |
| Caring for residents who have physical disabilities |  |  |  |  |  |
| Caring for residents who are mentally infirm |  |  |  |  |  |
| Caring for residents who are sight impaired |  |  |  |  |  |
| Caring for residents who are hearing impaired |  |  |  |  |  |
| Caring for residents with communication difficulties |  |  |  |  |  |
| Caring for a resident who was dying |  |  |  |  |  |
| Working directly with families and representatives of service users |  |  |  |  |  |
| Working directly with social services staff |  |  |  |  |  |
| Working with doctors, nurses and other health workers |  |  |  |  |  |
| **PART 2 If you have not worked in a care home please answer the following questions** |  |  |  |  |  |
| Handling money and accounts |  |  |  |  |  |
| Working mostly on your own initiative |  |  |  |  |  |
| Working as a member of the team |  |  |  |  |  |
| Supervising other staff |  |  |  |  |  |
| Carrying out a quality audit system |  |  |  |  |  |
| Following Policies and Procedures in any workplace |  |  |  |  |  |
| Keeping adequate written records in any workplace |  |  |  |  |  |
| Using a computer and word processing at home or at work |  |  |  |  |  |
| Caring as a volunteer |  |  |  |  |  |
| Caring for a family member |  |  |  |  |  |
| Spending time with older people |  |  |  |  |  |
| **List any other skills or experience which you would consider relevant** |  |  |  |  |  |
|  | | | | | | |

5