

# APPLICATION FOR EMPLOYMENT

Private and Confidential



Return this form to: Registered Manager, West Farm Care Centre, 383 West Farm Avenue  
Longbenton, Newcastle Upon Tyne, NE12 8UT

**POSITION APPLIED FOR** \_\_\_\_\_ **Ref No:** .....

Title:	Schools: <span style="float: right;">Qualifications gained:</span>
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:	
NI No.	Other training:
Are there any restrictions on you taking up work in the UK? Yes/No (If yes please provide details)	

## 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)

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

## References

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:	Address:	Address:
Postcode:	Postcode:	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

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.

## 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. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
4. 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. 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.
2. 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.
3. 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:

## 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**

<b>Part 1 - If you have worked in care before please answer ALL questions in parts 1 &amp; 2</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
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					
<b>PART 2 If you have not worked in a care home please answer the following questions</b>					
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					
<b>List any other skills or experience which you would consider relevant</b>					