**Post Applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are applying for Care Assistant, are you applying for Days or Nights? Please circle

|  |  |
| --- | --- |
| Mr / Mrs / Ms / Miss / other (please circle)  Surname: | First Name: |
| Home address:  Post Code: | Home:  Mobile:  Email: |
| National Insurance Number  Do you have a current driving licence?  Do you hold a British passport?  Do you require a work permit?  Do you hold a current work permit?  Please indicate date of work permit renewal  Do you hold a Student Visa? | N.I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  YES NO  YES  NO  YES  NO  YES  NO  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  YES  NO |

**Education: Please give details of your education:**

|  |  |  |
| --- | --- | --- |
| **Name and Address** of School / college / establishment attended | Dates Attended | Qualifications Attained  i.e. School qualifications  diplomas, degrees, NVQ’s |
|  |  |  |
|  |  |  |

**Training: Please tick where indicated and insert the date of the most recent training.**

|  |  |
| --- | --- |
| **Statutory Training:** Have you attended courses for: | **Please state the date of the training** |
| Manual Handling Yes  No  First Aid Yes  No  Fire Yes  No  Infection Control Yes  No  Safeguarding Yes  No  Dementia Yes  No  Care Certificate Yes  No  Any other Health qualifications? Please write below: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Applicants for Nursing Posts Only :  Please state Pin Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Due for Renewal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Employment Record -**Please state the current employer first and then all prior employment.

Please include **any** periods of unemployment, maternity leave etc. – **Please do not leave gaps**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Post Held**  **On Leaving** | **Date**  **Employed**  **From** | **Date**  **Employed**  **To** | **Salary**  **On Leaving** | **Reason for Leaving** |
| **Current / Most recent Employer**  **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Post Code**  **\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel No**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |
| **Brief description of duties** |  | | | | |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Post Code**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel No**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |
| **Brief description of duties** |  | | | | |
| **Name and Address of Employer** | **Post Held**  **On Leaving** | **Date**  **Employed**  **From** | **Date**  **Employed**  **To** | **Salary**  **On Leaving** | **Reason for Leaving** |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel No**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |
| **Brief description of duties** |  | | | | |
| **Please continue on a separate sheet indicating the name and address of the company worked for, the post held and the reason for leaving.** | | | | | |

|  |
| --- |
| Please give **detailed** information as to why you are applying for the post and list any skills, knowledge and experience you feel is relevant to support your application.  (use a separate sheet if necessary) |

**Disciplinary Record**

Please give details of any disciplinary action which remains current on your personnel file:

|  |
| --- |
| Notice period required by current employer: |

**Applications for night work ONLY**

How many nights required? \_\_\_\_\_\_\_\_

Which nights would you be available to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Please give the contact details of two references including your current or most recent employer Please state the Managers name. If this information is incomplete we will be unable to process the application form.

|  |  |
| --- | --- |
| **Reference 1 – CURRENT EMPLOYER**  **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Work Address:**  **Post Code**  **Contact Telephone Number or email:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | May we contact the referee without further reference to you?  **YES**  **NO** |
| **Reference 2 –**  **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Work Address:**  **Post Code**  **Contact Telephone Number or email:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | May we contact the referee without further reference to you?  **YES  NO** |

**Rehabilitation of Offenders Act 1974**

Your appointment is to a post which is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the (Exceptions) Order 1975 (S1 1975 No. 1023) as amended by the (Exceptions) (Amendment) Order 1986 (S1 1986 No. 1249). You are, therefore, **required** to give details of convictions, including those which would otherwise be considered as 'spent' by virtue of the said Act and any you may receive during the period of your employment with the Ifield Park Care Home. Information given will be considered only in relation to employment carrying this exemption and will be treated with the strictest confidence. The post you have applied for is not protected by the provisions of the Rehabilitation of Offenders Act 1974.

Have you at any time been convicted of an offence? **YES  NO**

If yes please give details of any offence for which you have a conviction:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicants Statement - The information provided is a true and accurate representation.**

|  |  |
| --- | --- |
| Applicants name: | Applicants signature: |
| Date of application: | |

**General Data Processing Regulations 2018 statement**

The information requested by Ifield Park on this form is for the purpose of considering your suitability for recruitment to a vacancy we have advertised. Any information given by you on this form will be used by us for the purposes of making this decision ONLY. Your information will be used, shared, stored and destroyed in accordance with the GDPR Regulations 2018. A copy of our full Data Protection policy is available upon request**. By signing this application form you agree to us processing & holding your personal data for the stated purpose only.** If recruited, this information will form the basis of your employment contract with us. At that time a full privacy statement will be issued to you for signature. If you are unsuccessful in your application, your information will be securely destroyed three months afterwards, in accordance with GDPR Regulations. You have the right to see this information at any time, or ask for it to be securely destroyed at any time. Ifield Park’s Data Controller is the CEO, Joanne Stovold. Further information is available upon request.

**Documentation Required**

If you are not a British or European Citizen, please bring documentary evidence of your right to work in the UK. Acceptable documents include:

* A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom.
* A document showing that the holder is a national from a European Economic Area (EEA) country or Switzerland.    This must be a national passport or national identity card.
* A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
* A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from an EEA country or Switzerland who is resident in the UK.
* A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK or has no time limit on their stay.
* A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
* An Application Registration Card (ARC card) issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.