

**All information will be treated as strictly confidential.  
Please print clearly.**

**Personal details**

Title: ..... Forename(s): ..... Surname: .....

D.O.B..... National insurance number.....

Home address:

.....

.....

Postcode.....

Home telephone: ..... Mobile: .....

Email: .....Dates of vaccine: 1<sup>st</sup>.....2<sup>nd</sup>.....

**Position applied for:** Community Care Worker

If you obtained this position, would you continue in any other employment? Yes / No

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? Yes/No

Are you entitled to enter or remain in the UK and undertake the work in question? Yes / No

Do you require a work permit? Yes / No

**Driving licence, etc.**

Current driving licence? Yes/No. If yes, type of licence

Any current endorsements? Yes/No. If yes, give details

Any motoring prosecutions pending? Yes/No. If yes, give details

Availability (please circle which you are able to work)

Days / Nights / Mornings / Afternoons / Evenings \*(Staff are expected to work every other Weekend)

Approximate number of hours



**Education and training**

School, college, etc

Dates

Qualifications

**Please detail any further information you wish to put forward in support of your application.**

**REFERENCES:** Please provide two professional references – one should be from your current or most recent employer and / or your most recent employer in the care sector. If you cannot provide two professional references, please provide a character reference. This cannot be a family member or someone you live with.

**Organisation:** .....

**Name:** .....

**Job Title:** .....

**Address:** .....

.....

.....

**Tel No:** .....

**E-mail:** .....

**Capacity in which you know the referee.**

.....

**Organisation:** .....

**Name:** .....

**Job Title:** .....

**Address:** .....

.....

.....

**Tel No:** .....

**E-mail:** .....

**Capacity in which you know the referee.**

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**Questions asked under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**

As part of the application process you will be required to complete the following:

- Health declaration
- Criminal record self-declaration form

These are included in the application pack and you can complete and return with the application form, or if you prefer you can return them if your application proceeds to interview stage.

Also included is an Equal Opportunities Monitoring Form – this is optional.

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required. The security of your information is paramount to us and we operate in line with the GDPR regulations. You can request our policy around collecting, storing, using and protecting your personal data at any time.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

**Declaration**

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date: