



Employment Application Form Care Support and Domestic Services

**196 UPPER CHORLTON ROAD
WHALLEY RANGE
MANCHESTER
M16 7SF**

0161 862 9521

Please print your answers clearly in BLACK INK

1. Position Applied For		Was this post advertised? (Yes/No)			
2. Personal Data					
Last Name		First Name(s)	Mr., Mrs., Miss, Ms.		
Maiden Name (if applicable)		Email Address:			
Home Address		Date of Birth			
		Daytime Telephone Number			
		Evening Telephone Number			
		National Insurance Number			
		Do you require a Work Permit? (Yes/No) (Original document will be required)			
		Mobile Number			
		Current Drivers License? (Yes/No)			
		Details of Any Motoring Convictions			
		Do you have access to a computer to undertake mandatory training out of working hours?	Yes	No	
		Have you received the Covid 19 vaccine, If Yes? Please note proof of vaccine will be required	Yes	No	
		Date of first vaccine			
		Date of second vaccine			
		If not, are you willing to commit to having the vaccine?	Yes	No	

3. Education and Qualification Details	
Schools	Qualifications Gained
Further Education (Certificates will be required)	Qualifications Gained
Professional Qualifications (Certificates will be required)	
Details of any other training courses completed (Certificates will be required)	

4. Employment History (Most recent first)				
Name and Address of Employer	From-To	Job Title and Main Duties	Salary	Reason for Leaving
Length of notice required in present post				

5. References

Please supply the names and addresses of TWO persons whom we may contact for references. One must be your present employer (or most recent if unemployed). References will be taken up in the event that we make an offer of employment to you and such offer will be provisional until satisfactory responses are received

(1)	(2)
Tel:	Tel:
Email Address:	Email Address:

Have You Been Taken or Taken an Employer to Tribunal *(if yes please disclose information below)*

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Have You Been Subject to an Employer’s Disciplinary Process *(if yes please disclose information below)*

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6. What You Will Bring to This Post

Please detail here your specific reasons for this application, your main achievements to date, and the strengths you would bring to the post. Attach additional sheets if necessary.

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7. Your Health Details

Are you registered disabled? (Yes/No)

If YES, please give details and specify any special needs in relation to your disability

Please list any diseases, disorders, allergies, muscular or muscular skeletal injuries from which you have suffered or do suffer

Please give details of any medicines, drugs, or treatment you are currently or regularly receiving

Please list all absences from work in the past 12 months and the reasons for such

8. Declaration

DECLARATION

- (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 to obtain your permission prior to contacting your doctor
- (3) I agree that Care Support and Domestic Services reserves the right to require me to undergo a medical examination

Signed: _____

Date: _____

Training Agreement:

All new employees **MUST** complete all mandatory training in the first three months of employment as a part of your conditions to passing your first probationary review.

Declaration:

In consideration of any training undertaken which I will be receiving and undertaking for; Care, Support and Domestic Services, I agree to remain employed by the company for a **minimum period of one year** after the completion of the training, if I leave before that time I understand that I agree to undertake to refund to my employer the cost of the training course or a proportion of that sum based on the following scale:-

Before the completion of training	100%
Less than 3 months after the completion of training	100%
3 months but less than six months after completion of training	75%
6 months but less than 9 months after completion of training	50%
9 months but less than 12 months after completion of training	25%

In the event of my failure to pay I agree that my employer has the right as an expressed Term of my Contract of Employment to deduct any outstanding amounts due under this Training Agreement from my salary or any other payments due on the termination of my employment in accordance with the legislation currently in force.

Employee Signature..... **Date**

Print Name

Manager Name..... **Date**
for and on behalf of Care Support and Domestic Services Limited.

Print Name

All new employees MUST sign this agreement.

9. CONFIDENTIAL: Medical Questionnaire				
Name		Position Applied For		Date of Birth
Please complete this questionnaire. As a result of the information you have given you may be referred to a doctor appointed by us so that a medical examination can be carried out				
Have you ever:	No	Yes	Please give details	
Had an operation?				
Been seriously injured?				
Received in-patient treatment for a physical condition?				
Been refused or dismissed from employment for health reasons?				
Received a disability pension?			Card No:	Expiry Date:
Been registered disabled?				
Been made ill y your work?				
Been refused a driver's license because of ill health?				
Have you suffered from, or ever had?				
Heart trouble (Yes/No)		Lung trouble (Yes/No)		Stomach trouble (Yes/No)
Skin disease (Yes/No)		Eye trouble (Yes/No)		Ear trouble (Yes/No)
Do you : Take medicine regularly? (Yes/No)		Need glasses to read? (Yes/No)		Suffer from any other ailments, which may or may not affect applying for a position within a care setting? (Yes/No) If yes please state below
To the best of my knowledge and belief the information given above is correct. I understand that if I am appointed and if the information, I have provided is incorrect, I will be liable to dismissal.				
Signature			Date	

10. Rehabilitation of Offenders Act – PLEASE BRING THIS FORM IF INVITED TO AN INTERVIEW

Because of the nature of the work for which you are applying in the post referred to you are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975. You are not therefore, entitled to withhold information about convictions which for other purposes are “spent” under the provision of the Act and, in the event of you being appointed to the post, any failure to disclose such convictions could result in dismissal or disciplinary action.

It is a condition of your attending for interview that when asked by the interviewing officer you will hand to them the form completed in accordance with the direction below. After it has been examined, if you should be unsuccessful in your application it will be destroyed, but if you are successful (and it should be borne in mind that candidates other than yourself will probably be interviewed) the form will be required for your permanent confidential personal record. The opportunity is also taken of mentioning that those whom you have indicated may be approached for references on your behalf will be informed that they are at liberty to disclose any conviction they consider relevant

Will you therefore please complete and sign the following declaration.

Have you ever been convicted of any offence in a Court of Law?

PLEASE ANSWER YES OR NO

If you have answered YES to the above question, please give brief details and dates of the offence. In either event you must sign and date the form in the spaces provided below. Please also print your name below your signature. We only require this form if you are invited for interview. So please retain it when you send the rest of this application pack to us for consideration.

I have read and understood this form and the information provided is correct to the best of my knowledge. If employed by the company I undertake to inform you of any subsequent convictions or cautions given to me.

Signed

Print Name Here

Dated

The Company is required by law to request and obtain a Criminal Records Bureau Disclosure for all prospective employees whose duties involve contact with vulnerable adults (the cost to be covered by the employee). A copy of the company’s policies on the recruitment of ex-offenders and the handling of disclosure information is available on request. Having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

11. Equal Opportunities Monitoring

We are an equal opportunities employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment in the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted, and treated on the basis of their relevant merits and abilities.

To ensure that this policy is fully and fairly implemented and for no other reason would you please provide the following information:

I would describe my ethnic origin as: (please tick)

White <input type="checkbox"/>	Black-Caribbean <input type="checkbox"/>	Black-African <input type="checkbox"/>
Black-Other <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>

Nationality:

Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Signed	Date
Print Name	Job

Please enclose this form with the rest of your application when you send it to us. This sheet will be separated from the rest of your application when we receive it and WILL NOT BE SEEN BY (AND THEREFORE CANNOT INFLUENCE) THE PERSON SELECTING PEOPLE FOR INTERVIEW.