

Aitch Care Homes APPLICATION FORM

DATE _____

REFERENCE S1/ _____

Post Applied for: _____

Surname: _____

Forename(s): _____

Title: Mr/Mrs/Miss/Ms* Date of Birth _____ / _____ / _____
(*Delete as applicable)

Nationality: _____

Address: _____

Post Code: _____

Telephone No.: Home _____

Work _____

Mobile _____

e-mail _____

PLEASE CIRCLE YOUR ANSWERS

Do you hold a current Driving Licence? YES / NO

If yes, please attach a copy or bring the original to your interview.

Do you have use of a car? YES / NO

Do you have permission to work in the UK? YES/NO

All applicants will need to provide documentary evidence of their entitlement to work. This is to comply with our legal duty to make sure all applicants have permission to work in the UK.

Are you currently in higher education? YES/NO

Overseas Students, excluding EC, are entitled to work a maximum of 20 hours per week during the term time. They are therefore required to provide evidence that they are attending a full time course of study and that they have a student visa.

Are you an Overseas Student? YES/NO

Failure to complete your details in full will result in your application not being considered.

Career History

Please account for the last 10 years of your employment ensuring you comment on any gaps.

Please list paid employment in social care settings, including name and address of employers, post held, salary and dates.

References including current employer will only be contacted upon appointment.

Name & Address of Employer	Post Held	Dates	Reason for Leaving	Salary

Other Career History

Please list other jobs you have held that are outside the field of social care.
Again, provide details of employers, posts, salary and dates.

Name & Address of Employer	Post Held	Dates	Salary	Reason for Leaving

References

Please provide the names, addresses, telephone numbers (not mobile) and the job title (professional reference must be from a Manager or above) of three people who are prepared to support your application. One should be your present (or last) employer. If you are successful in your interview we will contact your referees unless you specify otherwise. We reserve the right to contact your past employers.

PROFESSIONAL

Name: (Mr/Mrs/Miss/Ms)	_____	Management
Company:	_____	Position: _____
Company Address:	_____	
_____	_____	
_____	Post Code	_____
Company Telephone No:	_____	

PROFESSIONAL

Name: (Mr/Mrs/Miss/Ms)	_____	Management
Company:	_____	Position: _____
Company Address:	_____	
_____	_____	
_____	Post Code	_____
Company Telephone No.	_____	

CHARACTER

Name: (Mr/Mrs/Miss/Ms)	_____	
Company:	_____	Position: _____
Address	: _____	
_____	_____	
_____	Post Code	_____
Telephone No.	_____	

Voluntary Work Experience

Education & Qualifications

Please list School and College/Universities attended, dates and qualifications obtained.

Name of School/College/University	Subjects Taken	Levels/Grades	Date

POLICY ABOUT RELEVANT CONVICTIONS
REHABILITATION OF OFFENDERS ACT 1974 – EXEMPTION FROM S4 (2)

This employment is exempt from the above and employees are not therefore entitled to withhold information about “spent” convictions. If you have ever been *convicted* or *cautioned* for any criminal offence by a court of law, whether in the United Kingdom or elsewhere, you are required to give details below of each offence, the date of your conviction and the penalty or sentence imposed.

IF YOU HAVE NOT, PLEASE WRITE “NO CONVICTIONS OR CAUTIONS”

Signed: Date:

SUCCESSFUL APPLICANTS WILL BE REQUIRED TO HAVE A CRIMINAL RECORDS BUREAU CHECK (CRB)

PLEASE CIRCLE YOUR ANSWERS

Do you hold a current CRB Clearance?
(If Yes, please enclose a copy with this Application) YES/NO

Any County Court Judgements within the last 3 years? YES/NO

Are there any pending criminal proceedings? YES/NO

Any further information you should disclose that could effect this application for employment? YES/NO

Are they're any dates you would not be available for an interview? YES / NO

If YES, please give details _____

Please specify when you would be available to start work _____

Where did you hear of Aitch Care Homes and / or this vacancy? _____

The information I have provided is accurate and does not seek to mislead. I understand that providing false information will debar me from appointment and, if appointed, could lead to instant dismissal.

Signed _____

Date ____ / ____ / ____

Aitch Care Homes

Equal Opportunities Questionnaire

PRIVATE AND CONFIDENTIAL APPLICATION MONITORING
(This form will be detached and passed to the training manager / policy group)

Aitch Care Homes has an Equal Opportunities Policy aimed at treating all applicants fairly, irrespective of their race, ethnic origin, gender, sexual orientation, marital status, disability or age. To enable us to assess that our Policy is being fully implemented, we request that all applicants complete the details below. However this is not obligatory.

Post Applied for:	_____							
Location:	_____							
Surname:	_____							
Forename(s):	_____							
Title:	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>
Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>				
Personal Status:	Married	<input type="checkbox"/>	Single	<input type="checkbox"/>	Divorced	<input type="checkbox"/>		
	Widowed	<input type="checkbox"/>	Separated	<input type="checkbox"/>	Cohabiting	<input type="checkbox"/>		

DISABILITY

Do you consider yourself to be disabled in any way?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what is the nature of your disability?	_____			

Are you registered as Disabled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, Please specify	_____			

(STRICTLY CONFIDENTIAL)

ETHNIC ORIGIN

- | | | | | | |
|-------------|--------------------------|-----------------|--------------------------|---------|--------------------------|
| Bangladeshi | <input type="checkbox"/> | Black African | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Black British | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> | White | <input type="checkbox"/> |
| Other Asian | <input type="checkbox"/> | Black Other | <input type="checkbox"/> | Other | <input type="checkbox"/> |

In none of the above, please specify _____

Signature: _____ Date: _____

This information will be detached prior to short-listing and will not be taken into account in the selection process. It will, of course, be treated as strictly private and confidential.

Aitch Care Homes' Equal Opportunities Policy

Aitch Care Homes is committed to the central role of Equal Opportunities to ensure that no employee, resident or prospective employee receives less favourable treatment on the grounds of disability, race, religion, spiritual beliefs, colour, nationality, ethnic or national origins, gender, sexual preference or marital status. It opposes all forms of direct and indirect discrimination. No person should be disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

- Aitch Care Homes will implement policies that promote equality of opportunity and prevent discrimination. These policies are to be available to all relevant bodies: service users, purchasers and to all staff that they employ.
- Aitch Care Homes seek to comply fully with all anti-discriminatory legislation including the Disability Discrimination Act 1995, the Human Rights Act 1998, the Race Relations Act 1976, Equal Pay Act 1970 (updated 1983), Sex Discrimination Act 1975 (updated 1986) as well as the various codes of practice dealing with the elimination of discrimination and the promotion of equal opportunities.
- **Aitch Care Homes will review, monitor and evaluate all Policies, Procedures and practices both in service delivery, employment and in resources allocation from an equalities perspective to ensure that**
- They conform to this policy.

EMPLOYMENT OF STAFF

Aitch Care Homes recognise that staff are their major asset and will strive to ensure that every job applicant or employee is treated fairly in all employment matters, regardless of their race, colour, nationality, ethnic or national origins, gender, marital status, disability, age or sexuality.

The operation of recruitment training, selection, promotion, pays and career management policies will be based solely on objective and job related criteria. Recruitment literature will not intimate that there is a preference for one group of applicants unless there is an actual occupational qualification that restricts a position to a specific sex, in which case this would be cited.

Procedures within the organisation are regularly reviewed to ensure that individuals are selected on the basis of their relevant merits and abilities for the position in question. All employees are therefore given equality of opportunity. Likewise, all employees are expected to act in their work in accordance with this policy. Any failure to do so would result in disciplinary proceedings.

It is important that staff guard against discrimination on the basis of unacceptable pre-conceptions or possible assumptions that individuals might possess characteristics, which would make them unsuitable.

GENERAL

In the exercise of Aitch Care Homes' affairs, individual employees are responsible for ensuring that their own demeanour is congruent with this Equal Opportunities Policy. This means they must not: i) encourage other employees to practice discrimination; ii) discriminate against individuals who have made accusations in relation to Aitch Care Homes' Grievance Procedure

Grievances regarding discrimination will be considered in relation to Aitch Care Homes' **Grievance Procedure.**

The implementations of the Equal Opportunities Policy will be regularly monitored and the Policy reviewed and revised in order to ensure that it is fit for the purpose for which it is intended.

Complaints of discrimination will be treated seriously. Aitch Care Homes will take corrective action, including disciplinary action, against members of staff in breach of this policy, where the policy has been abused or ignored.

Regional Service Managers, Home Managers, Day Centre Managers and Heads of Department have the responsibility to fully familiarise themselves with this policy and ensure that it is distributed and understood by all staff. Managers are further responsible for ensuring that they progress the policy and that staff actively implement the policy and its provisions.

You must acquaint yourself with and abide by all and each of the issues current for the time being of the Company's Equal Opportunities Policy. The Company revises all such policy and procedural documents on a regular basis responding to changes in contemporary care practice, the needs of the Company and the needs to ensure continued efficiency. The responsibility to maintain awareness of and act upon on-going revision of such documents remains wholly that of the individual staff member. Although these various statements and procedures are not formally expressed terms of your Contract of Employment, the Company regards compliance as important and failure to abide by the same may lead to disciplinary action.

JULY 2003

Aitch Care Homes

Confidential Declaration of Health

The nature of the job for which you have applied may be physically and emotionally highly demanding. The work may also on occasions involve some risk to health and personal safety to yourself or others. As a responsible employer and care management organisation, it is vital that the Company has access to all relevant health information in respect not only of its employees but also those applying for jobs in the organisation. This information will assist the company in assessing the applicant's fitness and suitability for work and in protecting the health and welfare of its employees and the residents at the homes managed by the Company. The information will be treated in the strictest confidence. Please answer all the following questions that form part of your application.

Candidate Name:

Date : ____ / ____ / ____

REFERENCE NO: _____

<i>Please tick appropriate box and add relevant details where requested.</i>		YES	NO	DON'T KNOW
1.	Have you had a TB/BCG vaccination?			
2.	Have you been vaccinated against Tetanus within the last 5 years?			
3.	Have you been vaccinated against Polio?			
4.	Have you been vaccinated against Hepatitis A?			
5.	Have you been vaccinated against Hepatitis B?			
6.	Are you registered as disabled?			
7.	How many days have you been absent from work in the past 12 months? (If no days taken please state zero)			
8.	Do you have or have you had a back problem or back pain?			
9.	Do you have or have you had any skin problems?			
10.	Do you have or have you had asthma, wheezing or an allergy?			
11.	Do you have or have you had any ear trouble or deafness?			
12.	Do you have or have you had a heart problem (e.g. angina)?			
13.	Have you had any treatment for a nervous or psychiatric disorder?			

		YES	NO	DON'T KNOW
14.	Do you have or have you had an industrial illness or injury? If yes, please give details: How many days off work has this caused you to have off in the last three years? Will this have any effect of your ability to work?			
15.	Are you taking any tablets or medicines?			
16.	Do you have any other medical conditions not mentioned above?			

Declaration

1. I declare that the information given is correct to the best of my knowledge.
2. I understand and acknowledge that should I make a false statement regarding my medical history my contract of service with Aitch Care Homes will be terminated.
3. I understand that if there are any matters requiring verification regarding the above, Aitch Care Homes may require a letter of clearance from my doctor.
4. I understand that the above statements are confidential and will not be disclosed to anyone without my written consent.
5. I declare that I am healthy both mentally and physically to carry out the duties stated in the job description attached.

Signature:		Date:	
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