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## **APPLICATION FORM**

**Please complete all sections of this form in black ink.**

Position applied for \_\_\_\_\_

Surname and initials \_\_\_\_\_

### **Data protection statement**

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purpose of recruitment, personal administration (for new employees) and monitoring. Unless you direct otherwise (for example if you would like the application kept on file for future vacancies) the application forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the agency policy to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose.

### **Equality of opportunity statement**

The agency's equal opportunities policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, disability, or offending background.

<b>Personal details</b>	
Surname:	Forename(s):
Maiden Name if applicable:	Preferred Name (if applicable):
Title:	Male / female (delete as appropriate):
Date of birth:	
Home Address:	
Postcode:	
Home Telephone:	
Mobile:	
National Insurance Number:	

<b>Emergency Contact Details:</b>	
Surname:	Forename(s):
Title:	Preferred Name:
Relationship to employee:	
Contact address if different from above:	
Postcode:	
Home Telephone:	
Work Telephone:	
Personal Mobile:	
Work Mobile:	
<b>Emergency Contact Two:</b>	
Name:	
Relationship:	
Home Telephone:	
Work Telephone:	
Mobile:	

## Employment History

**Please print details of all your employment for a period of at least the last 10 years, to include all care agency memberships, in reverse date order; starting with your present or last position. Please include reasons for gaps.**

Name and address of employer	Dates of employment		Position held and brief summary of duties and responsibilities.	Reason for leaving/Last salary or wage
	From	To		
	Month/Year	Month/Year		

## General Information

Do you hold a valid and current British Driver's Licence?   No  Please as appropriate.  
If yes, what type? (E.g. Provisional, Full, LGV, PCV)

Do you have any endorsements? Yes  No  Please as appropriate.  
If yes, please give details

Please state which languages you speak, including an indication of fluency.

How did you hear about this agency?

## Preference regarding work

Please specify which type of work you would prefer. You should tick all appropriate boxes. The services we give depends on accurate, up to date information. Please keep us informed of all developments, in your career and work preferences.

Positions: Part time  Full time

Type of work: Nursing home  Clients in their own home   
Other, please specify \_\_\_\_\_

Live in  Days  Nights  Visits

Do you have any other work commitments? Yes  No

Which areas of work do you wish to exclude?

When will you be available to start work?

## Additional Information

**Give details of any additional information which you would like to include in support of your application. Such information, for example, may include skills and/or achievements which you think may be of interest, and/or a summary of why you believe that you have the qualities we are looking for. Please provide details of any relatives employed by the agency and their relationship to you.**

## References

**References are normally taken up for candidates selected for interview. Give details of the name/addresses of two work-related referees. One of the referees should be your current employer, or if presently unemployed or self-employed, your last employer.**

Name, Address and Post Code		Name, Address and Post Code	
Telephone Number		Telephone Number	
Position		Position	
Relationship to you		Relationship to you	
May we contact the above person now? Yes <input type="checkbox"/> No <input type="checkbox"/> Please ✓ as appropriate.		May we contact the above person now? Yes <input type="checkbox"/> No <input type="checkbox"/> Please ✓ as appropriate.	

## Confidentiality declaration

Registration implies acceptance of our code of confidentiality.

In the course of your duties you may have access to confidential information about your clients. On no account must information relating to identifiable client be divulged to anyone other than the manager of the agency. You should not disclose ANY information to your family, friends or neighbours. If you are worried by any information you have obtained and consider that you should talk about it to someone else **MAKE AN APPOINTMENT TO SPEAK IN PRIVATE TO YOUR MANAGER.**

Failure to observe these rules will be regarded as serious misconduct which could result in removal from the agency register.

I have read and I understand the above and I agree to abide by the contents therein.

Signed

Date

## Rehabilitation of Offenders Act

As a general rule, no-one need answer questions about spent convictions. However this general rule does not apply to specified professions, employments and occupations. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:

- a) any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or
- b) any employment or other work which is concerned with the provision of care services to vulnerable adults and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties

One or both of the above apply to work with the Agency, and covers all occupations.

You are therefore requested to provide details of all convictions, including those which would otherwise be considered as "spent". All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.

### Records will be checked via the Criminal Records Bureau procedures

I have no convictions  I have convictions (see note below)

Please  as appropriate.

#### **NOTE**

(To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed "Private and Confidential - Criminal Convictions" and attach this to your completed Application Form)

## Criminal Records – Disclosure Certificate

The Criminal Records Bureau (CRB) has issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (standard or enhanced) will be requested from the CRB which will detail all convictions, including those which would otherwise be "spent", as well as details of cautions, reprimands or final warnings. You will be advised of the type of certificate being requested and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

## Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

- That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or
- The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.

Are you eligible to work in the UK? Yes  No  Please  as appropriate.

### Personal Declaration

I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and

- I give permission for any enquiries that need to be made to confirm such matters as qualifications experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.
- I give permission for the processing of the personal data contained in this form for employment purposes
- I understand that any false or misleading information could result in my dismissal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Equal opportunities monitoring form

Willshine Recruitment Ltd operates a policy of equal opportunities: therefore, we need to be able to check that decisions are not influenced by unfair or unlawful discrimination. To help us to do this we would be grateful if you could complete this short questionnaire.

Your answers will be treated with the utmost confidence and will be used only for statistical purposes.

## What is your ethnic group?

Choose ONE section from A to E, and then circle the appropriate box to indicate your cultural background.

<b>A White</b>	<b>B Mixed</b>
British	White and Black Caribbean
Irish	White and Black African
	White and Asian
Any other Mixed background, please write below	Any other Mixed background, please write below

<b>C Asian or Asian British</b>	<b>D Black or British</b>
Indian	Caribbean
Pakistani	Bangladeshi
Bangladeshi	
Any other Mixed background, please write below	Any other Mixed background, please write below

<b>E Chinese or other Ethnic Group</b>
Any other background, please write below

## DISABILITY

Applicants with disabilities will be invited for interview if the essential job criteria are met. Do you consider yourself to be a person with a disability as described by the disability discrimination act 1995? i.e. do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

Yes

No

## Health Questionnaire

**Do you have, or have you ever had any of the following?**

Back Problems	Y	N	Diabetes	Y	N	Hearing difficulty	Y	N
Hypertension			Sight problems			Liver/Kidney problems		
Heart Defect			Nervous disorder/Depression			Asthma		
Epilepsy			Hay Fever or other allergies			High Blood Pressure		

Have you ever had an operation that could affect your ability to carry out your normal duties at work?	Yes/No
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Have you ever had more than five consecutive days off due to illness/injury in the last two years?	Yes/No
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Do you consider yourself to be physically and mentally capable to carry out the normal duties for the role that you are applying for?	Yes/No
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If you have answered YES to any of the above questions please give details below: (Continue on a separate sheet if necessary)

## Immunisations

**Please provide proof**

Name	Yes/No	Date	Name	Yes/No	Date
Tetanus			Rubella		
Diphtheria			M.M.R		
Whooping Cough			Hepatitis B		
Polio			B.C.G		

