**COMBE DOMICILIARY CARE LTD**

**PART ONE: PERSONAL DETAILS**

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| **Title:** | **Date of Birth:** |
| **Forename(s):** | **Surname:** |
| **Address:** | |

**CONTACT DETAILS**

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| --- | --- | --- | --- | --- |
| **Home Telephone:** | | **Mobile Telephone:** | | |
| **Work Telephone:** | **Ext:** | **Email:** | | |
| **May we telephone you at work? Yes No**  **Are you eligible to work in the UK? Yes No**  **Are you related to any staff, council member**  **or client of the Combe Domiciliary Care? Yes No**  **Do you have an interest in any business providing goods or services to the Combe Domiciliary Care? Yes No**  **Do you hold a full Driving License? Yes No** | | |  |  |

**REFERENCES**

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| --- | --- | --- |
| **Please provide details of two people who are not related to you to provide references. Referees should be able to comment**  **on your suitability for the job, and one of these must be your present or your last employer. If you have been out of the workforce for some time, please provide details of people who can comment on your suitability for this post and indicate**  **why this is the case.** | |  |
| **Current/Last Employer**        **Name:** | **Second Referee**  **Name:** | |
| **Position Held:** | **Position Held:** | |
| **Address:**  **Relationship to Applicant:** | **Address:**  **Relationship to Applicant:** | |
| **Telephone:** | **Telephone:** | |
| **Email:** | **Email:** | |

**PART TWO DISCLOSURE OF CONVICTIONS**

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| - **You will appreciate that the Combe Domiciliary Care, being responsible for the provision of services to older Adults, people with mental health and End of Life Care, must be particularly careful to enquire into the background of applicants for posts which involve working with these vulnerable groups.**  **This post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 and require that you declare any convictions or cautions you may have, with details and dates, even if they would otherwise be regarded as “spent” under the Act. If this post is subject to receipt of a satisfactory Enhanced Disclosure from the Criminal Records Bureau this will be indicated within the applicant cover letter.**  **Please Note**  **The information you give will be treated in confidence, only taken into account in relation to this particular application and destroyed if you are not successful. The disclosure of a criminal record will not necessarily debar you from appointment unless the Director concerned considers that the conviction renders you unsuitable for appointment.**  **PLEASE TICK AS APPLICABLE AND SIGN BELOW:** | |
| **I have no convictions/cautions to declare**  **I have convictions/cautions to declare and have detailed these below**  **Details of Convictions and/or cautions to be declared:** | |
| **Date** | **Details** |
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| **I confirm that the information I have submitted in Parts 1-6 and on any additional sheets is correct and complete. I understand that, if successful, it will be treated as the basis of my contract of employment and that any misleading statement may be sufficient grounds for dismissal or for cancelling any offer of employment made.**  **As part of this application I give the Combe Domiciliary Care permission to collect, retain and process information about me, such as age, gender and ethnic origin. This information will**  **only be used to allow the organisation to monitor compliance with the law and best practice**  **in terms of equal opportunity and non-discrimination.**  **Signature:** | |
| **Print Name:** | **Date:** |

**PART THREE**

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| **Location**  **and Address** | **Professional development and training completed (including grades/qualifications gained, membership of professional bodies and registration/PIN numbers). Also state type of study (ie. Full or Part time)** | **From** **(date)** | **To** **(date)** |
|  |  |  |  |

**It is Combe Domiciliary Care’s policy to check all original professional qualifications.**

**PART FOUR – PREVIOUS EMPLOYMENT**

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| --- | --- | --- |
| **Current/Most Recent Employer**  **Job Title:** | **Name of Employer:** | |
| **Department:** | **Current Salary: £**       **per annum** | |
| **Address of Employer:** | | |
| **Dates of Employment: From:**       **To:** | | **Period of Notice required?**       **weeks** |
| **Reason for Leaving/Wishing to Leave:** | | |
| **Brief description of duties and responsibilities:** | | |

**PREVIOUS EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please state most recent employment first, explaining any gaps, and include time spent in voluntary work/caring for others.** | | | | |
| **From** **(date)** | **To** **(date)** | **Job Title and Main Responsibilities** | **Employer and**  **type of business** | **Reason for Leaving** |
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**PART FIVE – OTHER DETAILS**

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| **Do you consider yourself to have a disability Yes No**  (RF is committed to offering an interview to all disabled applicants who meet the essential criteria for the post) |

**PART SIX – SUPPORTING STATEMENT OF APPLICATION**

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| **Please outline your main interest in working for Combe Domiciliary Care and**  **in this particular post.** |

**SUITABILITY FOR THE POST**

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| **Please describe your suitability for the post. Include all relevant skills, knowledge and experience (including paid,**  **un-paid work experience and time spent in caring responsibilities at home).** |

**CHECKLIST**

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| **Have you completed and enclosed the Equal Opportunities Monitoring Form? Yes No**  **Have you attached any additional A4 sheets used (maximum of 2)? Yes No**  **Have you signed the declaration on Page 2? Yes No**  **The form should then be returned to:**  **26 Wellington Street**  **Millom**  **LA18 4DE** |

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| **EQUAL OPPORTUNITIES**  Combe Domiciliary Care Ltd is committed to ensuring that every stage of its recruitment and selection process is fair and that everyone is treated equally and helpfully, even if not appointed. If you think that you have been treated unfairly in some way please contact the HR Department and your complaint will be investigated.  A summary of our Diversity & Equal Opportunities  Policy in relation to recruitment and employment is included below:  Combe Domiciliary Care Ltd is committed to monitoring  and reviewing its selection criteria and procedures on  a regular basis, in order to ensure that individuals are selected, employed and treated during recruitment  and employment on their relevant merits and abilities.  All employees undertake training in equal opportunities as provided by the organization, and where appropriate special training is given.  In practice this means that: No applicant or employee shall be placed at a disadvantage by requirements or conditions that are unnecessary for that level or type of work. No applicant or employee, who is able to meet the requirements and conditions necessary for that level or type of work, shall receive less favorable treatment than any other on the grounds of race, color, ethnicity, gender, sexual orientation, marital status, AIDS/HIV status, disability, age or history of mental health problems or addiction. Employees from disadvantaged groups are provided with additional training and support, as identified through the appraisal system, to achieve equality of opportunity within the organization. All applicants for jobs will be monitored regarding ethnic origin, gender, age, disability and history of mental health or addiction problems, and the progress of employees within the organization reviewed.  This policy will cover the: Recruitment  of new staff. Transfer and promotion  of existing staff.  Conditions of service of existing staff.  **EQUAL OPPORTUNITIES MONITORING FORM**  Combe Domiciliary Care Ltd is committed to working towards equal opportunities and we select staff solely  on merit irrespective of race, color, nationality or ethnic origin, gender, sexual orientation, marital status, age, social class, religious belief, disability or history of mental health or addiction problems. The following questions will enable us to monitor the effectiveness of our Diversity & Equal Opportunities Policy. The sheet will be detached from your other details on arrival (if you prefer you may send it separately) and used solely for statistical monitoring purposes. It will be treated as strictly confidential and not used in the selection process  at any stage. |  | **Name: Ref No:**  **Job Title:**  **How did you hear of this job?**  **RF website Other – please specify below:**    **Sex: Male Female**  **Age Group**  **Under 25 25-34 35-44**   **45-54 55+**  **ETHNIC GROUP Choose one from A to E, then tick the appropriate box to indicate your cultural background.**  **A: White**  **British**   **Irish**   **Any other White background (please write in)**    **B: Mixed**  **White & Black Caribbean**   **White & Black African**   **White & Asian**   **Any other Mixed background (please write in)**    **C: Asian or Asian British**   **Indian**  **Pakistani**   **Bangladeshi**   **Any other Asian background (please write in)**    **D: Black or Black British**   **Caribbean**   **African**   **Any other Black background (please write in)**    **E: Chinese or other ethnic Group**   **Chinese**   **Any other (please write in)**    **Do you consider that you have a DISABILITY? Yes No**  **Do you have a history of MENTAL HEALTH/ADDICTION problems?**  **Yes No**  **Thank you for your co-operation in completing this form.**  **The Equality and Human Rights Commission recommend such monitoring.** |