



Careworker Application Form

If you need this form in large print, please contact the local office.

Please complete **all** fields in black or blue ink and using **block capitals**.

Office Use Only:

Employee No.:

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1. Your Personal Information

Surname

First Name

Title

Address

Post Code

Home Phone No.

Mobile Phone No.

Other Phone No.

Email address @

Where did you hear about working with London Care (*tick*)?

Local press National press Ad in a shop Job Centre

London Care website Other website From a friend Other (*please specify*)

National Insurance Number:

Sex (*tick*) Male Female

Do you have any disabilities or health conditions that would affect your ability to do this job? Yes No

We welcome applications from people with disabilities, but if you answered 'yes' above, please describe any extra help or support (if any) that you might need to enable you to do your job:

.....

.....

.....

Do you hold a Driving Licence valid in the UK? Yes No

Can you provide evidence that you are legally entitled to work in the UK? Yes No

If 'yes', what documents will you be providing to prove this?

2. Your Availability

We need to get an idea of the times and days that you may or may not be available to work. Please tick the boxes below as appropriate:

I am normally available for work at the following days or times (*tick all that apply*):

Weekday mornings Weekday lunchtimes Weekday evenings Overnight
 Weekend mornings Weekend lunchtimes Weekend evenings

Is there anything else you would like to tell us about when you will be available to work?

.....

3. Spoken & Written Languages

Please tell us about the languages that you can speak or write (tick as appropriate):

Language	Speak	Write	Level of Skill		
			Competent	Good	Excellent
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Your Qualifications

Do you have any of the following (tick)?

NVQ2 in Care NVQ3 in Care NVQ4 in Care

Please tell us about any other relevant formal qualifications that you may have achieved (including any Maths or English qualifications):

.....

When did you leave full-time education?

Month Year

5. Your Work History

Please give details of all paid or voluntary work you have done (starting with the most recent), accounting for periods of unemployment, education etc. (use extra sheets if necessary).

Office Use Only:

Dates (month/year)	Employer Name & Address	Your Job Position	Summary of Duties	Why Did You Leave (<i>tick</i>)?
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>

Office Use Only:

Dates (month/year)	Employer Name & Address	Your Job Position	Summary of Duties	Why Did You Leave (<i>tick</i>)?
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>
...../..... to/.....	Resigned <input type="checkbox"/> Dismissed <input type="checkbox"/> Redundancy <input type="checkbox"/> N/A <input type="checkbox"/>

Use extra sheets as necessary.

Office Use Only:

6. Your Referees

Please provide details of two people to whom we may write for a reference.

If you have been employed before, the first referee **must** be your most current or most recent employer as listed in your 'Your Work History' (section 5 above), **unless** you can provide a valid reason where indicated. If you cannot provide your current or most recent employer as your first referee, please give details of your next most recent employer as your first referee.

If you cannot provide *any* previous employer as your first reference, you may give the name of a former teacher or tutor that knows you well. Failing that, you may give details of a person of standing in the community (e.g. a doctor, lawyer, recognised religious leader, teacher etc.) who knows you, either professionally or personally.

Friends or relatives or colleagues not senior to you are **not** acceptable as referees.

First Referee

Name

Organisation or
School/College

Address

Post Code

Phone No.

Email address

Dates of
employment/study

<input type="text"/>		<input type="text"/>	to	<input type="text"/>	<input type="text"/>
month		year		month	year

Second Referee

Name

Organisation or
School/College

Address

Post Code

Phone No.

Email address

Dates of
employment/study

<input type="text"/>		<input type="text"/>	to	<input type="text"/>	<input type="text"/>
month		year		month	year

If one of these referees is **not** your most recent employer, please explain why:

Office Use Only:

7. Criminal Records Declaration

Please read the Appendix at the end of the form carefully and then answer the following questions.

Have you ever been convicted of a criminal offence? Yes No

Have you ever received any official cautions, reprimands or warnings?
Yes No

To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?
Yes No

If your answer to either of the three previous questions was 'yes', please provide details:

.....

.....

.....

.....

***Note** - Because of the nature of the work for which you are applying, the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 do not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in termination of your employment.*

Appendix - Criminal Records Disclosures - Policy Statement

Before you are permitted to carry out personal care on behalf of our organisation, you will be required to undergo an enhanced Criminal Records Bureau Disclosure. Please read the following:

- As an Organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, we comply fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against the subject of a Disclosure on the basis of a conviction or other information revealed.
- We are committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a full written policy addressing the recruitment of ex-offenders (QPD018), which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A risk assessment has indicated that a Disclosure request is both proportionate and relevant to the position of careworker. All application forms, job adverts and other recruitment briefs for careworkers contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure forms part of the recruitment process (as for this position), we expect all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- We ensure that all those in our organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

8. Declarations

Please read and confirm that you understand and agree to the following:

Data Protection Statement - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us to monitor our recruitment process.

If you succeed in your application and take up employment with us, the information you have provided will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties, or against other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you consent to the processing of your sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner.

Do you understand and agree to this statement? Yes No

General Statement - *"I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if I have already been appointed, may result in my dismissal."*

Do you understand and agree to this statement? Yes No

Did you complete this application form yourself? Yes No

Signed:

Dated:

What happens now?

- **If you received the form by post**, return it in the pre-paid envelope provided along with your completed Equalities Monitoring Form (QFP004). We will be in touch with you to notify you of whether you will be invited to an interview.
- **If you downloaded the form from the internet**, post it to the branch from which you would like to work (you will find the relevant address at www.londoncare.co.uk), making sure that you also download and complete the Equalities Monitoring Form (QFP004). We will be in touch with you to notify you of whether you will be invited to an interview.
- **If you completed the form at one of our offices**, hand the form back to the person that gave it to you, along with your completed Equalities Monitoring Form (QFP004). It will be explained to you in person what will happen next.

