

# Application Form

Version 10.5 C

Please refer to the enclosed Guidance Notes when completing your application.

Post Applied for:	Vacancy Ref (Internal Use Only):
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## 1. Personal details

Title: (Miss, Mrs, Ms, Mr, Dr)	Surname/Family Name:								
First Name(s):	National Insurance No.:								
Address:									
	Postcode:								
Email address:	Can we email all correspondence? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Home telephone number:	Mobile telephone number:								
Work telephone number:	Can we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No								
PIN (Qualified Nurse Only) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									Expiry Date    __ / __ / ____

## 2. Vacancy

How did you become aware of this vacancy? (Please state media/website):

## 3. References

Please give names of two referees - one of who should be your current/ most recent line manager (paid or voluntary work). School or college leavers may list a Teacher or Tutor as one referee. If you do not have a second work referee, the second referee may be a personal referee (but not a relative). We always take up references before confirming an offer of employment.

Name:	Name:
Occupation:	Occupation/Relationship to you:
Company Name:	Company Name:
Address:	Address:
Postcode:	Postcode:
Tel. No:	Tel. No:
Email:	Email:
Can we take references at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we take references at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. Employment history

Current or most recent employer (including voluntary or unpaid work)		
Employer Name:		
Address:		
		Postcode:
Job Title:		Salary:
Date Started:	Date appointed to present/last job:	Notice Period:
Date left (if applicable):	Reason for leaving:	
When would you be free to take up work for us?		
Brief description of your work:		

**Previous employment** - please give details of all jobs held/work history, including part-time and unpaid work, starting with the most recent first and explain clearly any gaps in your employment history.

Employer name & address	Job Title & brief outline of duties & key achievements	Date position held from/to (month/year)	Reason for leaving

## 5. Education, technical and professional qualifications

What formal education, vocational/professional qualifications and training do you have?  
Please include everything you consider relevant. Continue on a separate sheet if necessary.

Name of schools, colleges and universities attended	Dates from/ to	Certificates, diplomas, degrees or other qualifications obtained or expected (please include results/ grades)

## 6. Membership of professional bodies and status of membership

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## 7. Personal development

Please include any training courses, learning, voluntary work or other responsibilities you consider relevant (with dates):

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**8. What can you bring to this post?**

Please use this space to explain why you are interested in this post and what you can bring to it. You should relate your experience (paid or unpaid) to the job description and person specification provided in the application pack. Please continue on a separate sheet if necessary.

If you have been sent some supplementary questions you should complete these instead of this section.

## 9. Eligibility to work in the UK (Hallam24 Healthcare undertakes rigorous checking of applicant's eligibility to work in the UK)

Are you currently eligible for work in the UK?  Yes  No

## 10. Disability

Hallam24 Healthcare guarantees an interview to all disabled people who meet the essential criteria for the job. It is therefore important that you tell us if you have a disability.

Do you consider yourself to be disabled?  Yes  No

## 11. Other information

Have you worked for Hallam24 Healthcare before?  Yes  No

If Yes, please give details:

Have you made an application to Hallam24 Healthcare before?  Yes  No

If Yes, please give details:

Do you have a current full driving licence?  Yes  No

Do you have any endorsements?  Yes  No

Do you have the use of car for work?  Yes  No

Are you a close friend, partner or relation of anyone who, to your knowledge is a trustee, a national assembly member or employee of Hallam24 Healthcare?  Yes  No

If Yes, please state who and the relationship:

## REHABILITATION OF OFFENDERS ACT 1974

By virtue of the Rehabilitation of Offenders Act 1974 (exceptions) (Amendments) Order 1986, the provisions of section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health services and which is of such a kind to enable the holder to have access to the persons in receipt of such services in the course of his/her normal duties.

Your Answer to the following question should include any "spent" convictions.

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

DOH circular (88/9) Protection of Children requires us to carry out checks on police records for Temporary Workers on our records whose assignments will give them substantial access to children

Do you agree that such checks may be made concerning yourself if required? Yes / No

## 12. 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. Hallam24 Healthcare Ltd reserves the right at any time to check on any experience, achievements, qualifications and skills claimed by you either on this application form, in any accompanying or subsequent correspondence or at interview. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. 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. 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 we will be assuming that you agree to the processing of sensitive personal data, in accordance with our registration with the Data Protection Commissioner.

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### 13. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading, false information or significant omission will disqualify me from appointment OR, if appointed, may result in my dismissal and possible referral to the police.

I understand that any job offer is subject to satisfactory references and a probationary period and (if Hallam24 Healthcare believes it appropriate) a satisfactory medical report. I understand that a DBS (CRB) will be sought before the appointment is confirmed

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Signature

Please tick to confirm  
you have read the above.

Yes

Date

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## SUPPLEMENTARY QUESTIONS FOR CARER/SUPPORT WORKER APPLICATIONS

**Please note that if you do not complete the questions below, your application may not be accepted.**

**NB.** On the application form, the section ‘what can you bring to this post?’ can be left out (blank). Please answer the questions below instead.

These questions help us to find out more about you. The questions should also help you to think about whether Care/Support Work is the job for you.

Please tell us as much as you can. It does not matter if you do not have a lot of experience - the right attitude is more important to us. If you need more space, you can continue your answers on a separate piece of paper. When we look at your answers, we will also be assessing your ability to write clear and legible English. You must write this section yourself.

If you are selected for interview, you’ll have the opportunity to give more detail about your answers.

<b>Name:</b>	<b>Post Applied For :</b>
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**We are looking for people who are motivated to do support/care work.**

Please write a few sentences explaining why you are interested in doing the job of Care/Support Worker.

**We are looking for people who are people-centred and who empower, include and respect people**  
What experience do you have of supporting vulnerable people or other adults? What do you like about supporting others?

If you have experience of supporting someone else to achieve a goal, or to manage their home, money and belongings, please tell us about it below.



If you don't have any experience of supporting others, which is OK, but please tell us a little about why you think you would be good at this type of work.

**We are looking for people who enjoy a lot of people contact and can keep calm, even in stressful situations.**

What experience do you have of work (paid or voluntary) with lots of people contact? Describe what you liked and disliked about this work

**We are looking for people who want to do things better**

Please give an example of where you have used your initiative to improve something or solve a problem.

Please give an example of where you have kept calm, friendly and patient when someone was distressed and/or had difficulty understanding you.

We are looking for people who understand and can meet the demands of the job  
In this job, you may need to help people with personal care, such as going to the toilet or bathing. What do you believe is an appropriate attitude to this type of work?

We are looking for people who want to do things better  
Please give an example of where you have used your initiative to improve something or solve a problem.

This job involves shift work and some sleep-ins, waking nights and sometimes driving. Are you able to do this type of work?

Please give an example of when you have developed yourself by learning new things

**If you want to add anything else about why you may be suitable for this job, please write it below or on a separate piece of paper. If you don't have anything further to say, you don't need to write anything else!**

Signed:

Date: