**Logo, company name

Description automatically generated**

**Job Application Form**

Please complete all sections in BLOCK CAPITALS

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| --- | --- | --- | --- |
| Position applied for: |  | | |
| **Personal details** | | | |
| Title | | |  |
| First Names | | | Surname |
| Any other names you have been known by | |  | |
| Nationality | | | National insurance Number |

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| **Contact details** | | |
| Current Address |  | |
|  | | |
| Home telephone number | | Mobile Number |
| Email Address | | |

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| **Emergency Contact** | | |
| Name | | Relationship |
| Their address |  | |
|  | | |
| Contact number |  | |

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| **Education** | | |
| School/College/university | Dates | Qualifications and Achievements |
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|  |  |  |
| **Training** | | |
| Name of course | Date | Level/achievement |
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| **Work History**  This must be a full account of your last 10 years employment history, please explain any gaps. | | | |
| **Name and address of employer** | **Position** | **Date**  **Start/End** | **Reason for leaving** |
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| **References**  **References need to cover your employers for the past 5 years. Character reference can be used if no employment history. (Please ask office to supply you with a list of Professional people).** | | | |
| **Reference 1** | | | |
| Name |  | Position |  |
| Work address |  | | |
|  | | Postcode |  |
| Phone No. |  | | |
| Email address |  | | |
| Is it ok for us to contact them today |  | If not, please say when |  |
| How long have you known them? |  |  | |
| Office notes |  | | |
| **Reference 2** | | | |
| Name |  | Position |  |
| Work address |  | | |
|  | | Postcode |  |
| Phone No. |  | | |
| Email address |  | | |
| Is it ok for us to contact them today |  | If not, please say when |  |
| How long have you known them? |  |  | |
| Office notes |  | | |
| **Reference 3** | | | |
| Name |  | Position |  |
| Work address |  | | |
|  | | Postcode |  |
| Phone No. |  | | |
| Email address |  | | |
| Is it ok for us to contact them today |  | If not, please say when |  |
| How long have you known them? |  |  | |
| Office note |  | | |

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| **Work preferences and General information** | | | | | | |
| **Are you looking for full or part time hours?** | | |  | | | |
| **From which date are you available to start?** | | |  | | | |
| **Do you have any pre-booked holidays or commitments?** | | | **Dates** | | | |
| **Do you hold a current driving licence?** | **Yes** | **No** | | **Do you own your own transport?** | **Yes** | **No** |

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| **Passport and work permits** | | | | | |
| **Please tick Yes or No** | | | | **YES** | **NO** |
| Do you need permission to work in the U.K? | | | |  |  |
| Are you visiting Britain on a working holiday? | | | |  |  |
| Do you require a work permit? | | | |  |  |
| Work permit | Yes | No | Permit expiry date | | |

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| **Equal Opportunities**  Applicants are requested to tick the relevant boxes below to enable the organisation to monitor its equal opportunity policy. Monitoring is recommended by the codes of practice for the elimination of racial discrimination and for the elimination of discrimination. This information is used for no other purpose and will be treated as confidential. | | | |
| White – British | White - Irish | White - Other | Mixed – White and Black Caribbean |
| Mixed – White and Black African | Mixed – White and Asian | Mixed - other | Black/Black British – Caribbean |
| Black/Black British - African | Black/Black British Other | Asian/Asian British - Indian | Asian/Asian British - Pakistani |
| Asian/Asian British - Bangladeshi | Other Asian background | Chinese | Other |

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| **The working time directive**  The European Union has created guidelines for all workers, governing the length of the maximum working week that is safe to work. The current limit is 48 hours per week, but you do have a choice. You will never be forced to work more than 48 hours by Stella Care, but by ticking the relevant box, you will give yourself the option. | |
| I **DO NOT** wish to work more than 48 hours |  |
| I **DO** wish to have the option to work more than 48 hours |  |
| Signature | Date |

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| **Rehabilitation of offenders Act 1974**  By virtue of the Rehabilitation of Offenders Act 1974 (exemption) (amendments) Order 1986, the provisions of section 4.2 of the Rehabilitation of Offenders Act **do not apply** to any employment which is concerned with the provision of health services and which is of a such a kind to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties.  **You should therefore list all offences on a separate sheet of paper even if you believe the offence to be ‘spent’ or ‘out of date’ or some other reason.** |

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| Have you ever been convicted of a criminal offence? | YES | **NO** |
| Have you ever been cautioned or issued with a formal warning for any criminal offence? | YES | **NO** |

**The Disclosure and Barring service (DBS) is a non-departmental public body of the Home Office of the U.K. The DBS enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially involving children or adults, and provides wider criminal records information through its disclosure service for England and Wales. We are a registered body for the receipt of DBS disclosure information. It is a legal requirement on the U.K. for regulated activity employers to refer safeguarding concerns to the DBS. It is illegal for anyone barred by the DBS to work or to apply to work with the sector from which they are barred.**

**Signature…………………………………………………………………………………………………………. Date………………………………….**

**GDPR**

Stella Care will hold and process your data for recruitment purposes and market purposes and/or to make further offers to you. Your data may be used for audit purposes by third parties and may be passed to Stella Care Ltd legal advisors.

Please tick the box if you **do not** give your consent to be contacted in any manner after seeking work through Stella Care or for your data to be used. If you change your mind at any time, please email us so that we can update our records.

**Health and Safety Policy**

Our candidate charter confirms our commitment to treat all candidates with respect and to act in their best interests. It is important that Stella Care takes all reasonable steps to ensure your health, safety and welfare while visiting our office or (as far as practicable) while working on our client’s premises.

Please note however, that it is ultimately the responsibility of the client to provide you with work environment that complies with current health and safety regulations.

**It is your responsibility to look after your own health, safety, and welfare and that of others by:**

* Familiarising yourself with the health and safety policy, fire, and evacuation procedures and first aid arrangements
* Ensure that you do not put yourself in an unsafe situation and that you assess the safety of the environment that you are entering depending on the conditions at the time.
* Ensuring that you co-operate with the client’s fire aid first aid arrangements
* Complying with any induction and task training, supervision, and requirements of any relevant risk assessments
* Ensuring that any personal protective equipment provided is used in accordance with the instructions given.
* Only carrying out tasks that you are trained for and competent to carry out
* Notifying Stella Care if you are or become pregnant. This is particularly important as some equipment and certain conditions may affect the development of you baby.
* Notifying Stella Care of any changes in your circumstances that could affect your ability to work, or that put you at risk within the workplace.
* Taking care of company property entrusted to you, refraining from horseplay and abuse of welfare facilities.

**You should also:**

* Report to your immediate supervisor any equipment defects and ensure that the equipment is safe and secure when left unattended.
* Report all incidents to the client that could result in personal injury or property damage and inform your Stella Care manager.
* Report any personal work-related injury or disease to the client and your Stella Care manager.
* Set a good personal example.

**Declaration**

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| I have filled in this application form accurately and truthfully to the best of my knowledge and understanding without omitting any relevant details. I have submitted my CV, which is a true account of my employment and education history of at least 10years, including explanations for any gaps and my qualifications/training and professional registration where applicable. I accept that I may be required to undertake a medical check and that I must inform Stella Care of any changes to my medical status. I also understand that if any false statements are made, this may result in the termination of my contract.   * I hereby give my consent for all my details to be stored on a computer. * I confirm that I have (re) registered with Stella care through my own choice. * I confirm that should any of my personal details change I will inform Stella Care immediately. * I accept that Stella Care may not be able to offer me work, nor do I have any obligation to accept offers of temporary work through Stella Care * I confirm that I have read and understood all information in this application form. | |
| Signature | Date |