



Application Form: Best Quality Health Care Limited

Carer

Contact the us if you need large print at info@bestqualityhealthcare.co.uk

Please complete **all** fields in black and **block capitals**.

Title

Sex

Female ☐

Male ☐

First name

Last name

Address

Post code

Phone

Other phone

Email address

NI number

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How did you hear about this job?

Do you know anyone that works for us. Please give the person's name:



Are you legally entitled to work in the UK?

Yes ☐ No ☐

If you answered 'yes', please attach all documentation to support this.

Have you worked as in a carer recently?

Yes ☐ No ☐

If you answered 'yes', what was your standard hourly pay?

£ an hour

When can you start working?

Do you have a driving licence?

Yes ☐ No ☐

Do you have a car you can use for work?

Yes ☐ No ☐

Please tick your availability:

	Morning	Lunchtime	Teatime	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



What languages you can speak and/or write?

Please tick where relevant:

Language	Speak	Write	Basic	Competent	Advance

Do you have an NVQ/QCF level 2 (or above) in Health & Social Care?

Yes ☐

No ☐

Have you completed the Care Certificate (England only)?

Yes ☐

No ☐

If you answered 'yes' to either of the above, you must provide a certificate or other evidence of completion.

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

.....
.....
.....

When did you leave full-time education?

Month

Year

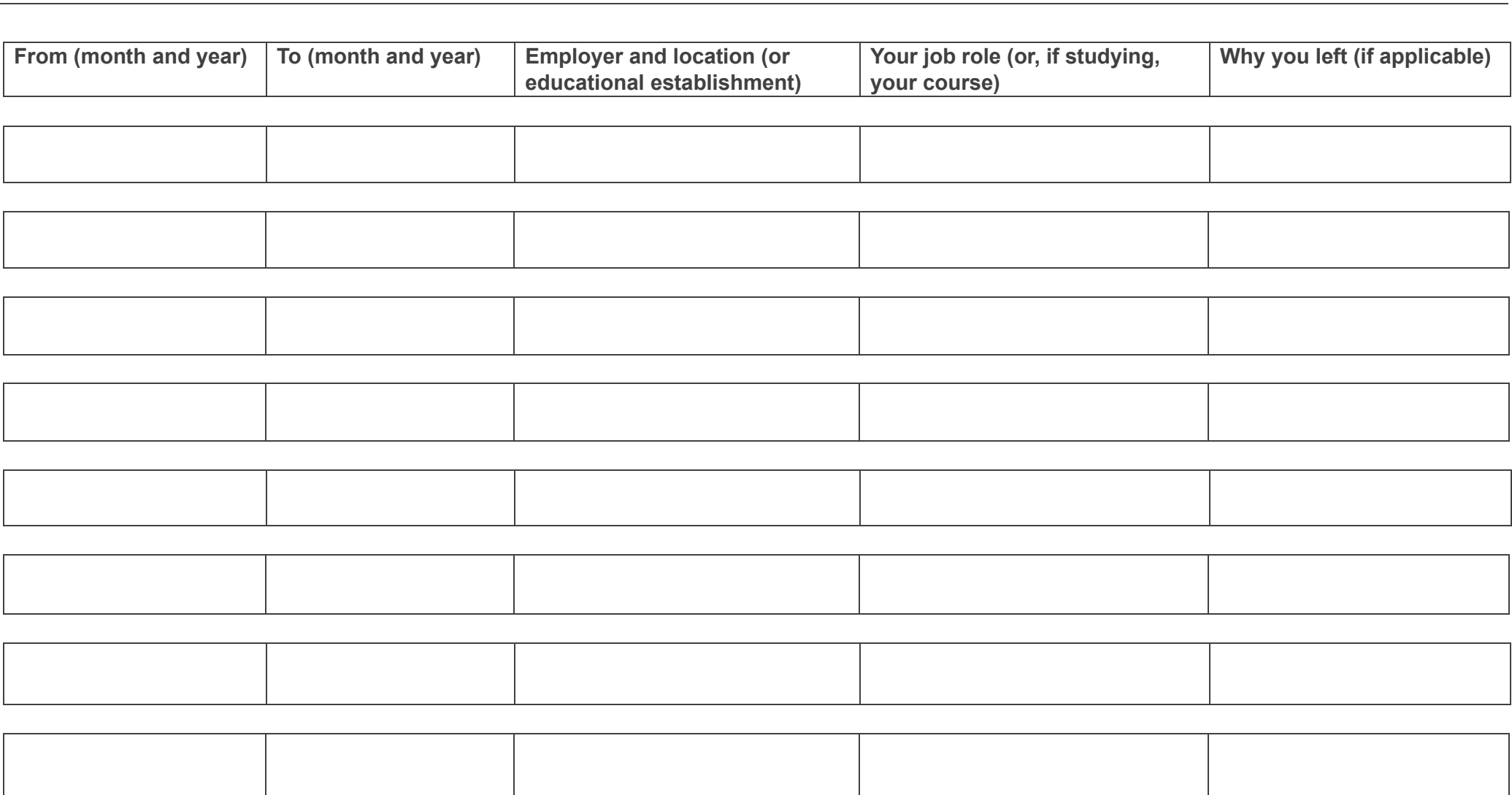


Work history

We are required by law to make sure we know about the work you have done in the past, as well as the periods you may have spent out of employment. Therefore, please list your **full** employment history here, including any periods when you were not working (along with an explanation of what you were doing). You may use extra sheets if you need more space.

Please start with your current or most recent employment and work backwards.

[illegible]





References

Please provide two professional references and one character reference. By providing these references you give consent for us to contact your references.

First Professional reference (should be current or most recent employer)

Referee's name	<input type="text"/>	Position	<input type="text"/>
Name of organisation	<input type="text"/>		
Address and post code	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Dates of employment or study	<input type="text"/>	to	<input type="text"/>
	month	year	month
			year

Second Professional reference

Referee's name	<input type="text"/>	Position	<input type="text"/>
Name of organisation	<input type="text"/>		
Address and post code	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Dates of employment or study	<input type="text"/>	to	<input type="text"/>
	month	year	month
			year



Character reference

Referee's name

Position

Name of organisation

Address and post code

Phone

Email

Dates of employment or study

month

year

to

month

year

Criminal Record

Have you received any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?

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 you answered 'yes' to either of the two previous questions, **please provide details:**



Do you consent to our applying for an enhanced criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)?

Yes ☐

Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that your having a criminal record will **not** necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please ask.

Criminal records disclosures – our policy

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

Suitability for the job

Please read the care worker job description and answer the following questions.

Have you read and understood the care worker job description?

Yes ☐

The position for which you are applying requires physical effort (including sitting, standing, carrying, walking, moving and handling people), mental effort (including dealing with emergencies and short-notice changes to work in a fast-paced environment) and possible emotional/psychological effort (including dealing with bereavement and challenging behaviour in a potentially stressful environment)

Do you have any health conditions that would prevent you from meeting these intrinsic requirements for which the company might need to make reasonable adjustments? (If yes, please be aware that we may need to discuss these with you at your interview)

Yes ☐ No ☐

If you answered 'yes', please provide brief details:



Declarations

Please read the following statements carefully. If there is anything you do not understand, **please ask before you sign at the bottom of the page.**

I, the job applicant named on the front of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:

- ☐ The company may make checks to verify the information I have provided;
- ☐ Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal;
- ☐ The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the Data Protection Act 1998;
- ☐ The company will use the personal information I have provided to decide if I am suitable for the job I have applied for;
- ☐ Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the company does use my personal information for statistical analysis, it will be anonymised;
- ☐ If my application is unsuccessful, the company will keep only basic information about me and destroy the rest;
- ☐ If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, which I will sign before I start work, will include further detail on how my information may be used);
- ☐ The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner;
- ☐ Any offer of employment will depend on the receipt of satisfactory employment references and the satisfactory completion of a criminal records disclosure;
- ☐ I will be liable for the cost of my initial criminal records disclosure but that the company will bear the cost of any future disclosures that need to be made;
- ☐ I will be required to complete a pre-employment induction training programme prior to my starting work with the company;
- ☐ My attendance on the induction training programme will not indicate any offer (on the part of the company) or acceptance (on my part) of employment and that the time I spend on the induction programme will therefore not count as working time for the purposes of calculating the company's compliance with National Minimum Wage regulations;

Signed

Dated