

APPLICATION FORM

Private & Confidential

Equal Opportunities Statement:

A1 Quality Homecare Ltd is an Equal Opportunities employer. It aims to ensure that no job application receives less than favourable treatment on grounds of race, colour, nationality, ethnic or national origin, religion, disability, gender, sexual orientation, marital status, or medical condition, including people living with HIV or AIDS.

Title: Mr / Mrs / Miss / Ms / Other.....

Name:

Address:

.....

..... **Postcode:**

Email Address:

N.I. Number:

Tel. No.: (incl. STD code)

Mobile No:

Position Applied for:

Date of Application:

Next of Kin Name: **Tel.:**

NOK Address:

.....

Registered Manager ~ Mrs Zoe Rushton
Responsible Person & Training Manager ~ Mrs Sandra Kursey.
Quality Assurance Manager ~ Mrs Loretta Michie

Registered Office: 402 The Ridge, Hastings, East Sussex, TN34 2RR
TEL: 01424 754739 / 754836 / 755088, FAX: 01424 756178.



Rehabilitation of Offenders Act 1974

All posts on our organisation carry exempt status under the provision of the *Rehabilitation of Offenders Act 1974* regarding 'spent conviction'.

You are therefore required to declare any conviction (including being bound over and cautions) regardless of whether or not the time limit has elapsed.

All posts are subject to Criminal Records Bureau and Protection of Vulnerable Adults checks. As detailed in the application form having a criminal record will not necessarily bar an application from working for Quality Homecare as the nature of a disclosed conviction and its relevance to the post in question will be considered first.

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

I understand that making a false statement regarding offences may make me liable to prosecution for obtaining pecuniary advantage by false pretences.

Signed:

Date:

Are you aged 18 or over?

Yes / No

A1 Quality Homecare

Please describe previous jobs (if relevant to the application)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Other Experience

Please describe all time spent since leaving full time education. Full details should be given for **any period** not accounted for by full-time employment, education and training. This would include, for example, unemployment or voluntary work. Please state this information in chronological order.

Experience (Chronological order)	To / From Dates

A1 Quality Homecare

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.

Course Title	Organisation	From / To

Membership of professional Institutes

(Please indicate whether membership is by examination)

Institute	Level of Membership	Year of Award

Covid- 19

Have you received the Covid-19 Vaccine? Yes No

If yes, please specify Pfizer/BioNTech Oxford/AstraZeneca
 Moderna Vaccine Other Please state

Date received: 1st Vaccine..... 2nd Vaccine.....

A1 Quality Homecare

References

One of whom must be present employer, or last employer where applicable.

1. Name (present/last employer):

Address:

.....

..... **Post Code:**

Tel No.: **Occupation:**

Email Address:

2. Name:

Address:

.....

..... **Post Code:**

Tel No.: **Occupation:**

Email Address:

3. Name (Character):

Address:

.....

..... **Post Code:**

Tel No.: **Occupation:**

Email Address:

Note:

We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in 'Previous Employment' on this form.

If you do not wish us to contact your Referees prior to interview,

Please indicate here

A1 Quality Homecare

***Our work hours range from 7.00 am to 10.30 pm seven days a week.
Also night work from 10.00 pm until 7.00 am.***

Please indicate below preferred hours you wish to work:

Please note alternate weekends are essential.

Approximate hours/nights required: per week

Preferred working hours:

Morning **Lunch** **Tea** **Evenings** **Nights**

Earliest start times: Latest finish time:

Any times or days not available (please state reason): -

.....

Disclosure and Barring Service Check Policy Statement

A1 Quality Homecare Ltd will:

1. To comply with the law, use the Disclosure and Barring Service (DBS) to obtain information, to enable it to assess the suitability of applicants for employment in positions of trust.
2. Comply fully with DBS disclosure on the basis of conviction or other information revealed. Having a criminal record will not necessarily bar an applicant from working for A1 Quality Homecare Ltd as the nature of a disclosed conviction and its relevance to the post in question will be considered first.
3. Comply with DBS code regarding the secure storage, handling, use, retention and disposal of DBS disclosure information and with its obligation under the **Data Protection Act 1998**.

A1 Quality Homecare

Why are you applying for this job?

Please mention any specific skills or experience you can offer which meets the requirements of the person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Use as separate sheet if necessary).

.....

.....

.....

.....

.....

.....

.....

.....

Please list any disciplinary offences or warnings you have received at any time.

Reason for Warning	Date	Name / Address of Employer

Attendance/Sickness absence

Please give the number of days and reasons for any sickness absence days taken during the last 12 months.

Number of Days	Reason

A1 Quality Homecare

Do you hold a full Driving Licence?

Do you drive an economical vehicle?

Do you have any current Endorsements?

If yes please specify

Where did you hear about this vacancy?

Declaration

I declare that the information given on this application form is true and correct. I understand that any false or misleading information is given in this application it may render my Contract of Employment, if I am appointed, liable to termination.

Name:

Signed:

Date:

Please check you have completed your application fully; we are unable to accept incomplete applications