

## T035 APPLICATION FORM: CARE ASSISTANT

Please complete this application form as fully as you can.						Date:	
Title:		First name(s):		Last name:			
Home phone:				Mobile:			
Email address:					Date of birth:		
Address:							
Postcode:				National Insurance No:			
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please give details:							
<p><b>Please note:</b> Under the Asylum &amp; Immigration Act 1996, all successful applicants will be required to provide documents confirming their right to work in the UK.</p>							
Do you hold a current full driving licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If 'Yes', do you have access to a car?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Current Notice Period:				Date you are available from:			
Please give dates of any holidays currently booked:							
Are there any interview dates you cannot attend?							
<p><b>EDUCATION AND TRAINING</b> - If you require additional space, please use a blank piece of paper and attach it to your Application.</p>							
Date to/from:				Secondary school:			
Subject:	Grades/Results:		Subject:	Grades/Results:			
Date to/from:				College/University:			
Subject:	Grades/Results:		Subject:	Grades/Results:			
Please give details of any other relevant qualifications, training or courses attended.							

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<b>ABOUT THIS APPLICATION</b> - Do you know anyone who works for Doris Jones Limited?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If 'Yes', please give details:</b>			
<b>GENERAL</b> - Are there any matters or situations that may affect your application or ability to perform the job role that Doris Jones Ltd should be aware of? This may include restrictions on working, physical fitness, previous commitments.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If 'Yes', please give details:</b>			
<b>ADDITIONAL INFORMATION</b> – Please answer the following questions as fully as you can.			
<b>1: How did you hear about Doris Jones?</b>			
<b>2: Who is Doris Jones?</b>			
<b>3: Why would you like to work with us?</b>			
<b>4: Dignity is an essential part of the care we provide. Please describe an occasion when you took care of someone else's dignity.</b>			
<b>5: Which qualities do you feel are needed to be a good care assistant?</b>			
<b>6: Is there any further information you think will support your application (skills, knowledge, interests, personal attributes, ambitions, etc.)?</b>			

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<b>EMPLOYMENT HISTORY - We are obliged to have details of your FULL employment history from school to now. Please also account for any career breaks (e.g. family responsibilities). Use a separate sheet of paper if you need more space.</b>			
<b>CURRENT/LAST JOB</b>	<b>From (month/year):</b>		<b>To: (month/year):</b>
<b>Company Name:</b>		<b>Job Title:</b>	
<b>Company Address:</b>			<b>Postcode:</b>
<b>Responsibilities:</b>			
<b>Reason for leaving:</b>			
<b>PREVIOUS JOB:</b>	<b>From (month/year):</b>		<b>To: (month/year):</b>
<b>Company Name:</b>		<b>Job Title:</b>	
<b>Company Address:</b>			<b>Postcode:</b>
<b>Responsibilities:</b>			
<b>Reason for leaving:</b>			
<b>PREVIOUS JOB:</b>	<b>From (month/year):</b>		<b>To: (month/year):</b>
<b>Company Name:</b>		<b>Job Title:</b>	
<b>Company Address:</b>			<b>Postcode:</b>
<b>Responsibilities:</b>			
<b>Reason for leaving:</b>			

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<b>PREVIOUS JOB:</b>	<b>From (month/year):</b>		<b>To: (month/year):</b>	
<b>Company Name:</b>			<b>Job Title:</b>	
<b>Company Address:</b>				<b>Postcode:</b>
<b>Responsibilities:</b>				
<b>Reason for leaving:</b>				
<b>PREVIOUS JOB:</b>	<b>From (month/year):</b>		<b>To: (month/year):</b>	
<b>Company Name:</b>			<b>Job Title:</b>	
<b>Company Address:</b>				<b>Postcode:</b>
<b>Responsibilities:</b>				
<b>Reason for leaving:</b>				
<b>PREVIOUS JOB:</b>	<b>From (month/year):</b>		<b>To: (month/year):</b>	
<b>Company Name:</b>			<b>Job Title:</b>	
<b>Company Address:</b>				<b>Postcode:</b>
<b>Responsibilities:</b>				
<b>Reason for leaving:</b>				

CRIMINAL RECORD DISCLOSURE		
Disclosure and Barring Service (DBS) Check – Do you have a current DBS (or CRB) certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'No', are you prepared to pay the fee necessary to perform a DBS check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you even been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974? If 'Yes', please give details below.		
Date of offence:		
Details:		
Date of offence:		
Details:		
Please state why you consider the offence/s should be disregarded in our consideration of your application for this role.		

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<p><b>REFERENCES</b> - Please give details of <b>two or more</b> referees. One should be your current or last employer. Doris Jones Ltd may also request references from any other past employers named on this application form.</p>			
<p>I hereby give permission for Doris Jones Ltd to take up my references prior to an offer of employment being made <i>(please tick box)</i></p>			<input type="checkbox"/>
<b>REFERENCE 1</b>		<b>REFERENCE 2</b>	
<b>Name</b>		<b>Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Company Name</b>		<b>Company Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel. No.</b>		<b>Tel. No.</b>	
<b>Email</b>		<b>Email</b>	
<b>REFERENCE 3</b>		<b>REFERENCE 4</b>	
<b>Name</b>		<b>Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Company Name</b>		<b>Company Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel. No.</b>		<b>Tel. No.</b>	
<b>Email</b>		<b>Email</b>	
<p><b>EVIDENCE OF QUALIFICATIONS</b> - Offers of appointment are made on the basis of information provided in your written application (including your CV) and at interview. If offered an appointment you will be asked to provide evidence of any qualifications that may be relevant and detailed in your application. If you are unable to provide satisfactory evidence the offer of employment may be withdrawn.</p> <p><b>DATA PROTECTION STATEMENT</b> - The information that you provide on this form and 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 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 with us. We may also use the information if there is a complaint relevant to this recruitment process. We may check the information collected with third parties or with 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 personal data.</p> <p><b>EQUAL OPPORTUNITY POLICY</b> - Doris Jones Limited is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.</p>			
<p><b>UNDERTAKING</b> - I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that, should I have deliberately made a false statement on this form, any job offer could be withdrawn, or the continuation of employment put at risk. I authorise Doris Jones Ltd to process and store all information contained on this application form for the purpose of recruitment and as outlined above. I authorise Doris Jones Ltd to obtain references to support this application (subject to the restrictions above) and release Doris Jones Ltd and referees from any liability caused by giving and receiving information.</p>			
<b>Signature:</b>		<b>Name:</b>	
		<b>Date:</b>	

**Thank you for your application and for your interest in Doris Jones Ltd. We will respond to your application as soon as possible.**