

**SUFFOLKHOME CARE
J&M Care Ltd**

JOB APPLICATION

Guidance Notes for Applicants

The application form plays a vital role in the selection process, both in deciding whether or not you will be shortlisted for an interview and as a basis for the interview itself. It is therefore important to address the Person Specification by relating it to your experience, knowledge, skills and abilities, which are relevant to the job.

The following advice should help you to complete the application form as effectively as possible.

THE JOB DESCRIPTION

- The job description details what sort of duties you would be expected to carry out
- Ask yourself why you are interested in the job
- Would it be a good career move – perhaps to broaden your general work experience or to support the sort of work you might want to undertake as a career

THE PERSON SPECIFICATION

- The person specification will list the skills, knowledge, qualifications and experience required. You should provide evidence that you have these on your application form
- Explaining your present and previous jobs to someone else may help to uncover “hidden” skills, that you take for granted
- Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests/care for family

YOUR EMPLOYMENT HISTORY

- Write out your career history: do not go into too much detail but make sure that you explain the main responsibilities of the most relevant jobs that you have had
- Check that the dates are correct and in the right order and make sure there are no gaps
(Use an extra page if there is not enough room for you)

DO A ROUGH DRAFT FIRST

- Write out the form in rough to avoid mistakes and repetitions
- This also gives you the opportunity to ensure that your form is well organised and relevant

OTHER INFORMATION SECTION

- This is where you make your case for the job
- You should refer to the person specification and try to provide evidence of how you meet each requirement
- Your form should be written in a concise, well-organised and positive way
- Specify your own responsibilities rather than those of your organisation or Company

COMPLETE THE FORM

- Type it or use back ball-point
- Ensure it is clearly presented to create a good impression

SIGN THE FORM

- This can sometimes be overlooked – please make sure you sign the form

SEND THE FORM IN ON TIME

- Send your completed form to the address as specified on the application form and/letter
- If there is a date/time by which you must return the form, please make sure you send it so that it is received on time

Always keep a copy for your own records

JOB APPLICATION FORM

Before completing this application form, please read attached guidance notes which will help you to complete your application.

Post applied for : _____

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes ☐ No ☐

I require a work permit ☐

PERSONAL DETAILS

Surname : _____	Home Tel : _____
First Name : _____	Mobile Tel : _____
Home Address : _____	Work Tel : _____
Postcode : _____	

E-mail :		National Insurance No :	
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- * Do you have a full Driving Licence that allows you to drive in the UK? Yes ☐ No ☐
- * Do you have access to a car that you can use for work? Yes ☐ No ☐
- * Have you ever been banned from driving, or do you have any current endorsements on your licence? Yes ☐ No ☐
- * Does your car insurance include Class 1 business insurance? Yes ☐ No ☐

Additional information:

References:

Please provide us with two references, one of whom should be your present or most recent employer

Name: _____ Job Title: _____ Organisation: _____ Address: _____ Tel Number: _____ Dates from / to: _____ Capacity in which they know you (e.g. Line Manager): May we contact this reference prior to interview?	Name: _____ Job Title: _____ Organisation: _____ Address: _____ Tel Number: _____ Dates from / to: _____ Capacity in which they know you (e.g. Line Manager): May we contact this reference prior to interview?
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EDUCATION/QUALIFICATIONS/TRAINING

Please give information about qualifications gained relating to the role you are applying for – please continue on a separate sheet where necessary:

EDUCATION / QUALIFICATIONS		
Qualifications	Date	Grade

TRAINING (If you have undertaken any relevant training to this post please give details)		
Course details	Date	Training provider

EMPLOYMENT BACKGROUND (please continue on a separate sheet if necessary).

CURRENT / MOST RECENT JOB			
Employer's name		Salary	
Job Title		Notice required	
Reason for leaving			
Brief Description of Duties :		Dates (month & year)	
		From	To

PREVIOUS JOBS (PAID AND VOLUNTARY) – please detail the most recent first. Where there are gaps between jobs, please indicate why – for example - continuing education, family, child care, unemployment or travelling. *Continue on a separate sheet if necessary*

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

**6. SHORT LISTING INFORMATION- Skills and Abilities/ Knowledge & Experience/
Qualities**

This is an important part of the application. Please read the person specification before completing this section. Tell us why you are applying for this job. You should also show how you meet each requirement of the person specification by providing details of your experience, skills & knowledge gained in employment, voluntary work or elsewhere.

Please continue on a separate sheet if necessary

The Data Protection Act 1998 requires that any staff handling personal data on others must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held on them and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In implementing the legislation, SuffolkHomeCare adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application.

If you are unsuccessful in this application, we will keep this form on file for 6 months should you wish to be considered for other vacancies within the organisation. Please tick to show your agreement to this. ☐

DECLARATION

I confirm that I am eligible to work in the UK. I fully accept that I am applying for Employment within SuffolkHomeCare in the full knowledge and understanding that should SuffolkHomeCare offer an introduction to a Service User and I accept such an introduction, any services that I provide, which are not allocated through SuffolkHomeCare, are provided as a self-employed person. As a self-employed person, I accept that SuffolkHomeCare's duty is that of an agent, not employer, and in signing this disclaimer I acknowledge that neither SuffolkHomeCare nor its employees hold any responsibility or liability whatsoever for the services I provide, nor for the consequences of the provision of such services, including personal accident, damage to Service User's property, etc.

I declare that all the information given is true and I understand that any false or misleading information may result in my removal from SuffolkHomeCare's register of applicants. I consent to the processing of sensitive personal data as referred to on the front page of this form.

Print Name:

Signed:

Date:

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 provides that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any convictions which would otherwise be spent. The Care Home Regulations provide that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any criminal convictions, conditional discharges, bindovers or cautions that they have been subject to at any time in the past.

Your answer to the following question should include any 'spent' convictions, conditional discharges, bind-overs or cautions. The 'Company' actively promotes equality of opportunity for all as stated in its Equal Opportunities policy, which can be found in your handbook or at your local office.

Have you ever been convicted of a criminal offence or received a Police Conditional discharge, bind-over, caution, warning or reprimand?

Yes / No

Have you ever been issued with a Penalty? Notice for Disorder?

Yes / No

If so, what was the offence?

Date:

Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application for employment with this company. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any vacancy.

DECLARATION

I have completed an Application for a Criminal Disclosure and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.

I also give permission for a copy of the disclosure to which I am subject, being made available to a named Authorised Person upon written request, who acts on behalf of a National Government or Local Government Department for auditing purposes.

Name: Signature:

Date:

PLEASE RETURN THE APPLICATION FORM TO:

**SuffolkHomeCare
11 Brunel Business Court
Eastern Way
Bury St Edmunds
IP32 7AB**