



Dear Applicant,

Thank you for requesting employment with 'Caley Home Care' as a Health Care Assistant. Enclosed you will find a job description, and an application pack. Your application form will be studied, and an interview will be arranged should you be considered suitable.

COMPLETING THE APPLICATION FORM

All recruitment is based on merit and suitability for the job. Our standards are high, and we make a judgement on such factors as your experience, qualifications, and/or other achievements. Caley Home Care is committed to training for all levels of staff, so if you have no experience in care you can be assured that training will be provided.

Please read the JOB DESCRIPTION carefully before completing the application form. The way you complete your application form is very important; when we read your form for the first time we will be developing an initial impression about your suitability for the vacancy.

Content

Please aim to include on your application form as much relevant information as possible, which should include:

- *Your experience and personal qualities.
- *Why you believe you are right for the job.
- *Any specific knowledge gained in either paid/voluntary work or leisure time.
- *Courses attended which are particularly relevant to the vacancy.
- *Your preferred hours of work.

Please make sure that you have completed all sections of the form

Equal opportunities in employment procedures.

'Caley Home Care' is an equal opportunities employer and is committed to personnel policies, which do not discriminate on the grounds of ethnic origin, disability, sexual orientation, marital status, religion, political beliefs or age. For this reason, recruitment and selection procedures have been adopted which aim to preclude any unfair discrimination on these grounds during consideration of application for employment.

EMPLOYMENT APPLICATION FORM

Name-

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
			Postcode:
Contact Tel. No:		Date of Birth:	
NI Number:		Email Address:	
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			
Are you involved in any activity which might limit your availability to work or your working hours e.g. local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?			YES/NO
If YES, please give full details			
You may be required, if offered employment, as part of your Application to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment?			YES/NO
Have you ever worked for this Company before?			YES/NO
If YES, please give full details			
Have you applied for employment with this Company before?			YES/NO
Do you need a work permit to take up employment in the UK?			YES/NO
How much notice are you required to give to your current employer?			

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list any foreign languages spoken and the level of competence:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

Emergency Contact	
Name	
Relationship	
Address	
Contact Number Home Mobile	

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Length of Service:	From:		To:

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration, and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:		Date:
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SOURCE OF APPLICATION

How did you hear of this vacancy?

REFERENCES

PLEASE ENSURE YOU PROVIDE REFERENCES FOR 5 YEARS OF EMPLOYMENT HISTORY ADDING EXPLNATIONS FOR ANY GAPS IN EMPLOYMENT AND 1 CHARACTER REFERENCE.

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

<i>Current employer</i>	Employer or Character
Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:
From: To:	From: To:

Employer or Character	Employer or Character
Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:
From: To:	From: To:

Employer or Character	Employer or Character
Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:
From: To:	From: To:

Signature

Date

