

Application Form

Job Reference:

Personal Details	
Name & Title	
Address inc. Postcode	
Contact Tel. Number	
Email Address	

Health & Social Care Act 2008 (Regulated Activities) Regulation 2014

Regulations 9 & 10 of the above act state that providers must make all reasonable effort to ensure preferences are met in regard to safe person-centred care that maintains the dignity and respect of individual employers.

This includes where an employer requests staff of a specific gender/sex to carry out their care. Please indicate in the below box which gender/sex you identify as.

Note that this does not apply to all advertised jobs. If a specific gender/sex is requested, then the information will be listed on the advert you have applied for.

Male

Female

Non-binary

Additional information for candidates whose self-identity differs from the above options can be included below

Driving/Transportation Requirements

Do you hold a full, current UK driving licence?

Yes

No

Do you have unrestricted use of a vehicle?

Yes

No

The position you have applied for **may** include the requirement to transport your employer in your vehicle. Are you willing to do this?

Yes

No

If you are required to transport your employer, then business use insurance would be necessary. Do you have this?

Yes

No

Motability Scheme

You **may** be required to drive an employers adapted vehicle as part of your employment. Adaptations may include steering, foot pedals, gearboxes, swivel chairs or additional space.

You would need to be listed on an employers Motability scheme insurance to drive an adapted vehicle. This may come with certain age restrictions e.g. 18, 21 or 25. Details of this requirement will be listed on the advert you applied for and can be discussed in further detail with the employer.

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Availability

Each job advert has different requirements and answering no may not exclude you from being offered a role.

Are you available to work weekdays?

Yes

No

Are you available to work weekends?

Yes

No

Are you available to work evenings?

Yes

No

Are you available to work overnight?

Yes

No

Are you available to work short notice to cover sickness/holiday?

Yes

No

Working Time Regulations & Night Work

In accordance with the Working Time Regulations 1998, night work is classed as any work carried out between 11.00pm and 6.00am unless the worker and employer agree to different night period. Alternative night periods must be 7 hours long and include midnight to 5.00am.

If the job you've applied for requires night working, then your employer will ask you to complete an assessment and sign an agreement to assess your suitability for this type of work. Further details on the requirements for night work can be discussed with your prospective employer or listed in the job advert. You must be at **least** 18 to work night shifts.

Position

Each job advert has different requirements and answering no may not exclude you from being offered a role.

This position **may** involve working with your employer in their own home. Have you ever worked with an individual in their own home before?

Yes

No

Personal Statement

Regardless of how you answered the above question, please write a short personal statement outlining the personal qualities that make you a suitable candidate for the advertised position.

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Present or Most Recent Occupation			
Name of Employer			
Address inc. Postcode			
Job Title			
Start Date		Notice Period	
End Date (If applicable)		Salary/Benefits	
Summary of task/responsibilities in the above employment			

Previous Employment			
Excluding your present/most recent employment, please provide details of your previous employment below. This should include any gaps in your employment history.			
Dates of Employment	Name of Employer	Job Title/Position	Reason for Change

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Training & Education

Please list any training/education you have that's **relevant** to the position you're applying for e.g. NVQ in Care, Food Hygiene, First Aid, Moving & Handling etc.

Date Completed	Provider/Establishment	Qualification/Training	Expiry Date (if applicable)

Right to Work & References

All short-listed applicants are required to provide proof of their eligibility to work in the UK. This may be requested at any time prior to the start of your employment.

Applicants will also be expected to provide the details of **two** people who can provide references. At least one of these references must be from your present or most recent employer. The second reference may be a personal/character reference e.g. tutor, social worker, legal professional. As part of safer recruitment practices your references may be contacted prior to your interview. **References from friends or family will not be accepted.**

Name of Referee			
Contact Details			
Relationship to you			
Contact only on offer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Name of Referee			
Contact Details			
Relationship to you			
Contact only on offer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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Declaration of Convictions or Cautions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

You will not necessarily be excluded from being interviewed by answering 'yes' to the first question below. However, if you do have a conviction or caution and do not declare it, then it may result in dismissal if you are subsequently employed.

Have you ever been convicted of, or cautioned for, a criminal offence? **If yes, please complete below.**

Yes

No

Conviction or Caution Received

Date of Conviction or Caution

Outcome of Conviction or Caution

A Disclosure & Barring Service (DBS) check is required for **some** posts. Do you agree to have a DBS check?

Yes

No

Personal Declaration

I certify that to the best of my knowledge, the information provided on this application form is complete and correct. I further certify that I have not omitted or withheld any information which may be relevant to my future employment and understand that if I have done so, this may result in either the withdrawal of an offer of employment or dismissal if I am already employed.

Signature

Date Signed

Disclaimer

This form has been prepared by Penderels Trust. They are an organisation that offers advice on all aspects of independent living to recipients of Community Care Funding. Penderels Trust may also be responsible for the calculation of your salary and the posting of the job advert, but **Penderels Trust are not your employer.**

Your employer is the person named on your terms & conditions when offered the role. This will most likely be the person you provide care & support to, or a nominated representative such as a family member.

Privacy Policy & Data Protection

For information on how your data is handled in respect of recruitment services, please read the privacy policy on the Penderels Trust website <https://www.penderelstrust.org.uk/dataprotection.php>

Application forms can be returned by emailing parecruitment@penderelstrust.org.uk

Alternatively, you can return your application form by post to:
PA Recruitment & Development Team, Penderels Trust, Resource House, 1a Brandon Lane, Coventry CV3 3GU