

Goose Green HomeCare Ltd



Caring for you in your own home

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Please complete this form in black ink or type to enable clear photocopying. All information provided is treated in confidence. Certain information will be held and processed on computer in accordance with our registration under the Data Protection Act.

We wish to ensure that comparison between applicants for posts is thorough, fair and in line with our Equal Opportunities policy. It is, therefore, essential that you complete this application form fully. **CV's alone will not be considered by the shortlisting panel.**

Post Applied for:	Location:
How did you hear about this vacancy?	

SURNAME _____	
INITIALS(S) _____	TEL (HOME) _____
HOME ADDRESS _____	TEL (MOBILE) _____
_____	TEL (WORK) _____
_____	May we contact you at work YES/NO
POST CODE _____	E-MAIL ADDRESS _____
If selected for interview, do you have any special requirements which we should be aware of? YES/NO. If yes, please specify below:	

If offered a position, how much notice, if applicable, are you required to give _____
Are there any dates/times you cannot attend for interview? (Please note: We may not be able to accommodate your constraints) _____

WORK EXPERIENCE

We want to know about your work experience, paid or unpaid. Please give details of all the posts you have held, starting with your *current post*, accounting for any gaps in employment.

Dates employed		Name of Employer/organisation	Type of Business	Job Title & Summary of main responsibilities	Please state: casual, p/t, f/t voluntary	Reason for leaving	Final salary
From	To						

If space is insufficient, please attach a separate sheet. Please tick here if you enclose a separate sheet and ensure your surname and initials are on each sheet. ☐

EDUCATION AND TRAINING

Please list all the qualifications you have; and any education and/or training (including short courses) that you have undertaken.

DATES	EDUCATION	QUALIFICATIONS
<p>PROFESSIONAL MEMBERSHIPS (include grade of membership):</p>		
<p>OTHER TRAINING COURSES/QUALIFICATIONS RELEVANT TO THIS APPLICATION:</p>		

If space is insufficient, please attach a separate sheet. Please tick here if you enclose a separate sheet and ensure your surname and initials are on each sheet.

☐

PERSONAL STATEMENT

This is an important section as it is used in the shortlisting process. Please use this section to give additional information to support your application and include your reasons for applying for this post. You should outline experience, skills, knowledge and abilities which you feel to be particularly relevant to the job.

HEALTH/CONVICTIONS

All short-listed applicants will be sent a form requesting information about health record and convictions record.

FOR ESSENTIAL CAR USER POSTS ONLY – See job description

Do you hold a current driving licence YES/NO

Do you have access to a car for work YES/NO

OTHER INFORMATION

Do you need a work permit to work in this country YES/NO

If you need a work permit, please state if there are any limitations/conditions on the work permit

REFERENCES

Please give the names and addresses of two referees who can comment on your suitability for the post one of whom should be your present/most recent employer. If you are unemployed, this should be your last employer or if this is your first job, your head teacher or college/university tutor.

Referee 1

Name _____

Position _____

Organisation _____

Address _____

Post Code _____

Tel No _____

Fax No _____

May we contact this referee prior to appointment
YES/NO

Referee 2

Name _____

Position _____

Organisation _____

Address _____

Post Code _____

Tel No _____

Fax No _____

May we contact this referee prior to appointment
YES/NO

If your previous employer no longer exists, or if there have been breaks in your employment over the last 3 years, please give the name of a responsible person to act as a personal referee. This person must not be related to you and have known you for at least 3 years.

I declare that, to the best of my knowledge, the information given on this form and on any other documents supporting this application is true and correct. I understand that if I am appointed to Goose Green Homecare Ltd's staff, that it will be on the basis of this information and that a false statement may result in termination of that employment.

Signature
(Initials only followed by surname)

Date

Please return this form marked: '**Private & Confidential**' to: The Personnel Section, Goose Green Homecare Ltd, Unit 2, Elvingston Science Centre, Gladsmuir, East Lothian EH33 1EH

GUIDANCE NOTES

Notes for completion of Application for Employment Form

These notes are set to help you complete the form in the way that will help us to ensure equality of opportunity while identifying relevant information which will help in the selection of the most suitable candidate.

Please complete the form as fully as you can.

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- (1) The first set of questions asks only for sufficient personal details to identify you and allow us to get in touch with you by letter or by telephone.
- (2) Internal candidates should not presume that the panel understand their current post. In order to ensure that all applicants are treated according to the principles of equality of opportunity, only the information contained within the form can be considered.
- (3) Asks about your education and job related training. Again, please give sufficient details to allow us to assess your attainments relative to the job for which you are applying.
- (4) Personal statement
- (6) The questions relating to the driving and access to a car are only applicable if the post is "Essential Car User". This information will be in the Job Description.

References

- You are asked to supply details of references that cover the last 5 years of your employment. One should be your current line manager.
- If you are unemployed, your last employer should be named and if you have had voluntary or unpaid experience, eg as a member of the PTA, you could include the chair of the committee among your references.
- If you are a school leaver or graduate you may nominate your headteacher/lecturer or tutor.
- Please ensure that your referees are in a position to respond quickly.
- Character referees from friends and relatives are not accepted.

Monitoring

Goose Green Home Care Agency has an equal opportunities policy and we need to continually monitor how effective it is. To do this we ask applicants to supply information about their race, gender, age and whether they are disabled. The information is confidential and is not seen by the selection panel. The statistics we produce show the profile of applicants we attract using different media and methods and can highlight whether particular groups are discriminated against at any stage in the recruitment and selection process.

With this information we can work to ensure no one is unfairly discriminated against.

Equal Opportunities Monitoring Form

Goose Green Homecare Agency is committed to providing equality of opportunity for its employees and job applicants and will value and respect their diversity. Goose Green Homecare Agency aims to ensure that everyone we have contact with is treated fairly and in an unbiased way. We are committed to promoting equality and to valuing diversity and will work to address unfair treatment, discrimination and prejudice where found within the workplace.

Monitoring

In order to ensure the continued development of the above policy, all applicants are asked to complete the information below. *If you choose not to answer questions, this will **not** affect your application.* The information you supply here is confidential to the Personnel Section and will be used solely for monitoring purposes. The selection panel will not see this form.

POST APPLIED FOR _____

GENDER

I am (please tick) : ☐ Male ☐ Female

ETHNIC GROUP : Choose 1 section from A to E, then tick the appropriate box to indicate your cultural background.

I would consider myself to be:

A WHITE <input type="radio"/> British <input type="radio"/> Irish <input type="radio"/> Any other white background (please specify)	D BLACK OR BLACK BRITISH <input type="radio"/> Caribbean <input type="radio"/> African <input type="radio"/> Any other black background (please specify)
B MIXED <input type="radio"/> White & black Caribbean <input type="radio"/> White & black African <input type="radio"/> White & Asian <input type="radio"/> Any other mixed background (please specify)	E CHINESE OR Other ETHNIC GROUP <input type="radio"/> Chinese <input type="radio"/> Any other ethnic group (please specify)
C ASIAN OR ASIAN BRITISH <input type="radio"/> Indian <input type="radio"/> Pakistani <input type="radio"/> Bangladeshi <input type="radio"/> Any other Asian background (please specify)	

SEXUAL ORIENTATION : _____

RELIGION/BELIEF : _____

DISABILITY

Do you consider yourself to have a disability? (Please tick) ☐ Yes ☐ No

If yes, please can you tell us more?

DATE OF BIRTH _____ **AGE** _____