



FOREST HOMECARE

APPLICATION FOR EMPLOYMENT

PERSONAL

Surname Forenames.....

Address

..... Postcode

Telephone (Home) Telephone (Mobile)

Email Address.....

Nationality

National Insurance Number

Do you own a car? Do you have a FULL driving licence? Is it clean?

If NO please specify.....

Is your vehicle low emissions? (Please specify)

Do you have any disabilities that will affect your ability to perform this job role?

If YES please specify

Forest Homecare is an Equal Opportunities Employer.

Position applied for

Where did you hear about this vacancy?.....

Would you work full time? If part time, state days/hours?

What date will you be available to commence employment?

INTERESTS

Please give details of pastimes, hobbies, sports.....

.....

TO ALL APPLICANTS

This post is exempt from the provision of section 4(2) of the rehabilitation of Offenders Act 1974. Please detail any convictions or cautions below including those that for any other purposes are "spent". Any disclosure will be treated in the strictest of confidence, however the failure to disclose may lead to the withdrawal of any offer of employment or dismissal. Should you have no convictions/cautions please state "NONE".

CONVICTIONS/CAUTIONS

Signed Date

DBS Check Date.....

EDUCATION

Schools From To Examination and results

College/University From To Examination and results

Further Education/Qualifications From To Examination and results

EMPLOYMENT

Please provide us with your FULL employment history and explanations for any breaks in your employment.

Present

Employer.....

Job Title and Responsibilities.....

Address.....Email.....

Tel No.....From (MM/YY).....To (MM/YY).....

Salary/Hourly Rate.....

Reason for leaving.....

Previous Employer.....

Job Title and Responsibilities.....

Address.....Email.....

Tel No.....From (MM/YY).....To (MM/YY).....

Reason for leaving.....

Previous Employer.....

Job Title and Responsibilities.....

Address.....Email.....

Tel No.....From (MM/YY).....To (MM/YY).....

Reason for leaving.....

Previous Employer.....
Job Title and Responsibilities.....
Address.....Email.....
Tel No.....From (MM/YY).....To (MM/YY).....
Reason for leaving.....

Previous Employer.....
Job Title and Responsibilities.....
Address.....Email.....
Tel No.....From (MM/YY).....To (MM/YY).....
Reason for leaving.....

We may contact the above employers for a reference. If you do not wish us to contact any of the above please state which employer and the reason

CHARACTER REFERENCES

Please give details of two people we could approach for references (Not Relatives or Work Colleagues/Managers)

- 1. Name.....
Occupation.....
Address.....
Email.....
Telephone No.....

- 2. Name.....
Occupation.....
Address.....
Email.....
Telephone No.....

DECLARATION

I declare that the above information is correct to the best of my knowledge.

Signature..... Print Name.....
Date.....

PRIVACY POLICY

As part of any recruitment process, the Company collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Company on paper or in electronic format.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

To view our full Privacy Policy please visit our website: <https://www.foresthomecare.co.uk/recruit-privacy-policy.aspx>

I confirm that I have read and understood the terms of this privacy policy.

Signature.....

Print Name.....

Date.....

Availability/Work Pattern

PLEASE CIRCLE

FULL TIME / PART TIME / WEEKENDS ONLY

Hours per week (e.g. 16 hours / 37.5 hours)

	WEEKDAYS			
Normally / Approximately	AM From 6:00	Lunch From 11:00	Tea From 15:00	Bed From 18:00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

	WEEKEND 1			
Normally / Approximately	AM From 6:00	Lunch From 11:00	Tea From 15:00	Bed From 18:00
Saturday				
Sunday				

	WEEKEND 2 (IF WORKING BOTH WEEKENDS)			
Normally / Approximately	AM From 6:00	Lunch From 11:00	Tea From 15:00	Bed From 18:00
Saturday				
Sunday				

HEALTH QUESTIONNAIRE

Forest Homecare is committed to the health and safety of its staff. As part of these commitments, this health questionnaire is required to be completed by all staff prior to taking up employment with Forest Homecare so that reasonable adjustments can be made in the work place.

	Y	N	If yes, please list where applicable; Start and End date, medication details, full details and explanation
Do you have any medical condition / impairment / disability which may affect your work?			
Have you ever had any medical condition / impairment/ disability which may have been caused or made worse by your work?			
Are you receiving, or waiting for treatment (including medication / counselling) at present?			
Are you receiving / received treatment for the following: ~			
1) Allergies e.g. hay fever			
2) Anxiety, depression or mental illness			
3) High blood pressure			
4) Any 'rheumatic' complaints			
5) Asthma			
6) Back pain			
7) Chest problems, e.g. bronchitis, shortness of breath, persistent cough			
8) Diabetes			
9) Fits, faints or blackouts			
10) Skin conditions e.g. dermatitis or eczema			
11) Heart Trouble			
12) Kidney or bladder problems			
13) Migraine			
14) Any other condition not mentioned above			

Interviewer Notes:

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Declaration

I declare that the answers to the above questions are true and complete to the best of my knowledge and belief.

Full Name **Signed**

Date.....

Office use only

Manager Declaration

The above answers have been discussed and clarified prior to a decision being made, the outcome is;

Offer position: Rejected:

Manager Name / Signature.....

EQUAL OPPORTUNITIES QUESTIONNAIRE

Please complete this form, filling in spaces or ticking boxes as appropriate, and include with your Application for Employment.

I would describe my ethnic/cultural origin as:

White			
British		Irish	Any other White Background
Mixed			
White and Black Caribbean		White and Black African	
White and Asian		Any other Mixed background	
Asian or Asian British			
Indian		Pakistani	
Bangladeshi		Any other Asian background	
Black or Black British			
Caribbean		Any other Black background	
Chinese or other ethnic group			
Chinese		Any other	
Not known			

My country of birth is

My family language is.....

My sex is Male Female Other

I am Disabled Not Disabled

Signed Date

Surname Forename

THANK YOU FOR YOUR ASSISTANCE

Criminal record self-declaration form for jobs exempt from the ROA

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- whether the conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands, or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Criminal record self-declaration form ROA Exceptions Order (standard or enhanced DBS checks)

Full name			
Post applied for			
<p>Do you have any cautions, convictions, reprimands or final warnings which are not protected (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you are not sure whether your convictions, cautions, reprimands or final warnings are filtered, please contact Nacro for further advice.</p> <p>If you have answered yes, you now have two options on how to disclose your criminal record.</p> <p>Option A: Please provide details of your criminal record in the space below.</p> <p>Option B: You can disclose your record in a written statement provided that you tick the box below and attach the disclosure statement stapled to this form in an envelope. The envelope should be marked CONFIDENTIAL and state your name and the details of the post you are applying for.</p> <p>I have attached details of my criminal record separately <input type="checkbox"/></p>			
<p>DECLARATION</p> <p>I declare that the information provided on/with this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Forest Homecare.</p>			
Signed:		Date:	

Please return this form with your application pack to:

Forest Homecare Ltd
61 Alderford Street
Sible Hedingham
Halstead
Essex
CO9 3HX

Or via email to: recruitment@foresthomecare.co.uk