



# APPLICATION FOR EMPLOYMENT

Care at Home is a trading division of  
Holmleigh Care Homes Ltd

Private and Confidential - Once completed

***Please complete in black ink;***

**ALL sections of this application form must be completed.**

**ALL information provided by the applicant must be entirely accurate and presented clearly, as per their legal documents i.e. passport/driving licence.**

**Curriculum Vitae will not be considered and incomplete application forms may not be accepted.**

|                              |
|------------------------------|
| <b>Position applied for:</b> |
| <b>Location:</b>             |

## PERSONAL DETAILS

|  |  |                   |
|--|--|-------------------|
| <b>Title:</b>  | <b>Surname:</b>  |                   |
| <b>Forename(s)</b> <i>(First &amp; Middle names):</i>                    |  |                   |
| <b>N.I. no:</b>  | <b>Do you require a work permit to work in the UK?</b> | <b>Yes / No</b>   |
| <b>If yes, please state what work permit you have to work in the UK:</b> |  |                   |
| <b>Address</b> <i>(UK):</i>  |  |                   |
|  |  |                   |
| <b>Postcode:</b>   | <b>Telephone no:</b>                                   | <b>Mobile no:</b> |



# EMPLOYMENT HISTORY

*CONTINUED*

| <b>Date/Month<br/>From / To</b> | <b>Name and address of<br/>Employer</b> | <b>Position<br/>employed as</b> | <b>Main Duties</b> | <b>Reason for leaving</b> |
|---------------------------------|---|---------------------------------|--------------------|---------------------------|
|                                 |   |                                 |                    |                           |
|                                 |   |                                 |                    |                           |
|                                 |   |                                 |                    |                           |
|                                 |   |                                 |                    |                           |
|                                 |   |                                 |                    |                           |

**Notice required in current position:**

**How many hours are you available to work per day:**

**What days are you available to work:**

## EDUCATION/QUALIFICATIONS

| Schools attended | Date/Month<br>From / To | Qualifications attained<br><i>(including grades)</i> | Date<br>gained |
|------------------|-------------------------|--|----------------|
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |
|                  |                         |  |                |

| Colleges/Universities attended | Date/Month<br>From / To | Qualifications attained<br><i>(including grades)</i> | Date<br>gained |
|--------------------------------|-------------------------|--|----------------|
|                                |                         |  |                |
|                                |                         |  |                |
|                                |                         |  |                |
|                                |                         |  |                |
|                                |                         |  |                |

**Other training/apprenticeships/special courses etc.** *(Include dates where possible).*



## REFERENCES

Please give the names and contact details of two referees who have agreed to give references and who have knowledge of your work, character and integrity. Ideally both references should be from Management; one from your present employer and the other from your previous employer. In the case of those leaving full-time education, or not having worked since doing so, the Head of School/College/University should be names as one of the references.

| Reference 1   | Reference 2   |
|---|---|
| <b>Name:</b>  | <b>Name:</b>  |
| <b>Occupation/Position:</b>   | <b>Occupation/Position:</b>   |
| <b>Type of reference (please circle):</b><br>Employment    Education    Character | <b>Type of reference (please circle):</b><br>Employment    Education    Character |
| <b>Email Address:</b>   | <b>Email Address:</b>   |
| <b>Mobile No:</b>   | <b>Mobile No:</b>   |
| <b>Telephone No:</b>  | <b>Telephone No:</b>  |
| <b>Fax No:</b>  | <b>Fax No:</b>  |
| <b>Company Name:</b>  | <b>Company Name:</b>  |
| <b>Postal Address:</b>  | <b>Postal Address:</b>  |
| <b>In what capacity do you know the above?</b>                                    | <b>In what capacity do you know the above?</b>                                    |

**May we approach your referees without reference to you?**

Reference 1 - Yes / No

Reference 2 - Yes / No



## 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 ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure And Barring Service.

I understand and agree that Holmleigh Care Homes limited will check all visas through the employee checking service as per immigration legislation.

**SIGNED:**

**PRINT NAME:**

**DATE:**

Care at Home  
141 High Street, Tredworth  
Gloucester, GL1 4TB  
Tel: 01452 300025  
Fax: 01452 314049  
Email: [info@careathomeonline.co.uk](mailto:info@careathomeonline.co.uk)



# DBS APPLICATION

*This will not form a part of the short-listing process.*

This application is subject to a suitable enhanced DBS check (police check) which includes a check against the DBS Adult First Check which the Company will request on your behalf.

All positions within the Company are exempt from the Provisions of Section 4(a) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Exemption Order 1975. Applicants therefore are not entitled to withhold information about convictions which for other purposes are "Unspent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in disciplinary action, including dismissal. All information given will be treated as confidential.

(A copy of the Company's Equal Opportunities Policy, DBS Disclosure and Disclosure Information Policy is available on request. These reflect the DBS/Disclosure Codes of Practice).

## PERSONAL DETAILS

|                                |                           |                          |  |
|--------------------------------|---------------------------|--------------------------|--|
| D.O.B.:                        | Town and County of Birth: |                          |  |
| Surname at Birth if different: |                           | Month & Year changed:    |  |
| Any other Surnames used:       |                           |                          |  |
| Month & Year used from:        |                           | Month & Year used until: |  |

## ADDRESS HISTORY

|  |  |                    |  |
|--|--|--------------------|--|
| Please provide us with your most recent addresses where you have lived within at least the last 5 years. |  |                    |  |
| Address:   |  |                    |  |
| Town:  |  | Month & Year from: |  |
| County:  |  |                    |  |
| Postcode:  |  | Month & Year to:   |  |

## ADDRESS HISTORY

CONTINUED

|                  |                               |
|------------------|-------------------------------|
| <b>Address:</b>  |                               |
| <b>Town:</b>     | <b>Month &amp; Year from:</b> |
| <b>County:</b>   |                               |
| <b>Postcode:</b> | <b>Month &amp; Year to:</b>   |

|                  |                               |
|------------------|-------------------------------|
| <b>Address:</b>  |                               |
| <b>Town:</b>     | <b>Month &amp; Year from:</b> |
| <b>County:</b>   |                               |
| <b>Postcode:</b> | <b>Month &amp; Year to:</b>   |

|                  |                               |
|------------------|-------------------------------|
| <b>Address:</b>  |                               |
| <b>Town:</b>     | <b>Month &amp; Year from:</b> |
| <b>County:</b>   |                               |
| <b>Postcode:</b> | <b>Month &amp; Year to:</b>   |

|                  |                               |
|------------------|-------------------------------|
| <b>Address:</b>  |                               |
| <b>Town:</b>     | <b>Month &amp; Year from:</b> |
| <b>County:</b>   |                               |
| <b>Postcode:</b> | <b>Month &amp; Year to:</b>   |

**CAUTIONS, CONVICTIONS AND REPRIMANDS**

Please state below if you do or do not have any unspent cautions, convictions or reprimands.

I do / I do not have any unspent cautions, convictions or reprimands. *(Delete as appropriate).*

If YES, please provide with details of the offence(s) you have below *(please also include a statement for more detailed information):*

| Date | Offence | Outcome | Unspent |
|------|---------|---------|---------|
|      |         |         |         |
|      |         |         |         |
|      |         |         |         |
|      |         |         |         |
|      |         |         |         |

Statement(s):

It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in a regulated activity. Are you on this barred list?

Yes / No

If YES, Please give full details:

SIGNED:

PRINT NAME:

DATE: