

Abberdale House

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Job Application Form

Notices

There are a number of things, which we must bring to your attention before you complete this Form.

- This Application Form does not constitute an offer of employment. You may be offered employment following a successful interview and subject to a satisfactory medical.
- Abberdale Ltd recruits and promotes employees on the basis of suitability and merit alone, and is committed to offering opportunity and advancement regardless of ethnic origin, disability, marital status, gender or sexual orientation.
- If your name appears on the Protection of Vulnerable Adults list or [if appropriate] the Protection of Children Act list then you will be committing an illegal act by applying for a job involving personal care.
- Abberdale Ltd will apply to the Criminal Records Bureau for a disclosure of previous convictions in your name. This is a legal requirement before your job can become permanent. Existing disclosures are not acceptable.
- Employees in Care Homes are not entitled to withhold information about criminal convictions, which for other purposes are considered spent under the provisions of the Act or any conditional discharges, bind-overs, cautions, or current investigations. If so employed, any failure to have disclosed such convictions, conditional discharges, bind-overs, cautions or current investigations could result in immediate dismissal by Abberdale Ltd
- You will be asked to give Abberdale Ltd permission to request information from your doctor if it is necessary.

You must have the right to work in the UK, and where necessary, produce certain documents (e.g. Work Visa) as evidence of that right.

Position applied for:

Date of Application:

1. Personal Details

2.

Surname:	Forename(s):
Was this your birth name? (If not please state):	
Please state the exact date including month and year of name change:	
Please state your city of birth:	
Date of Birth:	
Current Address:	
	Postcode:
How long have you been at this address:	
If less than 5 years please provide further addresses for up to 5 years:	
Previous Address:	
	Postcode:
Telephone No:	Mobile No:
Email Address:	

3. I am available for work

Full time	YES / NO	Between the hours of _____ and _____
Part time	YES / NO	Between the hours of _____ and _____
Night time	10pm - 7am	YES / NO / SOMETIMES
Weekdays	Monday – Friday	YES / NO / SOMETIMES
Weekends	Friday – Monday	YES / NO / SOMETIMES

4. Qualifications / Training Record

Name of Training / Qualification / Course	Date Obtained

Continue on a separate sheet of paper if necessary

5. Employment History

Name and Address:	Reason For Leaving:
Date From: Date To:	Position Held:
Name and Address:	Reason For Leaving:
Date From: Date To:	Position Held:
Name and Address:	Reason For Leaving:
Date From: Date To:	Position Held:
Name and Address:	Reason For Leaving:
Date From: Date To:	Position Held:

6. Have you ever been convicted of any criminal offence by a court of law (include 'spent' convictions)
YES / NO

If yes then please state clearly in this box:

Have you had any enhanced police checks in the past two years? YES / NO

Please write down the date if yes:

This post is subject to enhanced disclosure checks due to the nature of the work.

Working Time Directive

If offered a position by Abberdale Limited would you also continue to work elsewhere? If so, you must give us details including the hours per week worked elsewhere.

7. Information in support of the application

What attracts you to this position?

What are your personal strengths, attributes and achievements in relation to this position?

Why do you wish to be considered for the position?

Do you speak any languages other than English?

8. References

Please give details of two referees who know you well. One of whom must be **your last employer**.
Do NOT include relatives.

Name	Address	Position	Contact No:

9. Declaration

Please read carefully before signing

I declare that the information given above is true and gives a full and complete picture. I understand and accept that if any information given in this application is false or any relevant information is omitted then Abberdale Limited has the right to terminate my employment immediately.

I understand that the information given here is confidential and will be considered only in relation to this application.

The post for which you have applied usually involves manual handling, lifting and bending. However, applicants who declare a disability or health problem will not be discriminated against. Wherever possible we will consider whether or not the Job Description can be amended in accordance with any disability or health problem that you may have.

I understand that, if offered employment, I cannot commence work until two satisfactory references and clearance from POVA has been received. I will then be employed for a probationary period during which the following must take place;

- ① A satisfactory CRB Enhanced Disclosure is received. Should any past conviction give cause for concern working with vulnerable people then my employment will be terminated with due notice.
- ① I will not work alone with clients until the CRB Enhanced Disclosure is received.
- ① I agree to apply for further CRB Disclosures periodically should it be necessary.
- ① I will undertake training to NTO standards, unless already attained elsewhere.
- ① I must demonstrate an acceptable performance of my duties.

Because of the nature of the work you will be doing, your position is exempt from the provisions of Section 2.4(2) of the "Rehabilitation of Offenders Act 1974" by virtue of the "Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975".

You are therefore not entitled to withhold information about criminal convictions, which for other purposes are considered spent under the provisions of the Act or any conditional discharges, bindovers or cautions. If so employed, any failure to have disclosed such convictions, conditional discharges, bind-overs, cautions, warnings, ASBOs or Tagging Orders could result in immediate dismissal by the employer.

Have you ever been convicted of a criminal offence by a Court of Law or ever been subject to any conditional discharge, bind-over, caution, warning, ASBO or Tagging Order?

Also;
Is there any investigation or enquiry currently ongoing by the police or other authority, which could lead to an allegation of a criminal offence?

YES / NO (Delete as applicable)

If YES please give details and dates here

I certify that all the information that I have given in this Application is true and that no relevant information has been omitted.

Signed..... Date:

<p><i>For office use only</i> <i>Reject / Interview</i> <i>Reasons:</i> <i>Date form returned:</i> <i>Interview Date:</i></p>	<p><i>Dealt by:</i></p>
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