



Post Applied for:

REAGLE HOME CARE SERVICES

Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

You must provide the following at interview. Applicants without this documentation may have their application rejected.

1. Two forms of identification (preferably passport and driving licence)
2. An official letter with YOUR name and address on it (eg. Phone Bill/ Bank Statement etc).
3. Proof of 'Right to Work in the UK' (if you do not hold an EU passport)

Section 1 Personal details

Title:		Last Name:	
First Names:			
Address:			
Postcode:			
Passport #			
Nationality			
Dr. License #			
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			
National Insurance Number:			
Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a full valid UK driving license?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

If yes, Do you have any points or convictions etc? :

OFFICE USE ONLY

Additional ID?

Availability for training



Available for work:

Action

Training Record

Name of training school:	Certificate Obtained & Date

Please state current Salary Package including benefits & holidays:

Section 2 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you any prosecutions pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please give details / dates of offence(s) and sentence:

(This information will be disclosed by the Criminal Records Bureau check which will be required if successful. Please note a criminal record will not necessarily be a bar to employment)



Section 3 Health

Number of days absent in the last 2 years:

Please state number of times in the last 2 years:

Are you registered disabled? YES No

If yes please provide your disability number and details:

Section 4 Education

Date From	Date To	Name of School	Examinations taken and Qualifications Gained (Specify Grades)



Section 5 Employment Record

Please list chronologically, starting with current or last employer

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving



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Please continue on a separate page if required

Section 6 Personal Attributes

Section 7 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Can we contact your current employer before interview? Yes/No

Reference 1		Reference 2	
Name:	<input style="width: 95%;" type="text"/>	Name:	<input style="width: 95%;" type="text"/>
Their Position (job title):	<input style="width: 95%;" type="text"/>	Their Position (job title):	<input style="width: 95%;" type="text"/>
Work Relationship:	<input style="width: 95%;" type="text"/>	Work Relationship:	<input style="width: 95%;" type="text"/>
Organisation:	<input style="width: 95%;" type="text"/>		Organisation:
Dates Employed:	From: <input style="width: 15%;" type="text"/>	To: <input style="width: 15%;" type="text"/>	Dates Employed: From: <input style="width: 15%;" type="text"/>
			To: <input style="width: 15%;" type="text"/>



Address:

Postcode
Telephone N^o:
E-mail:

Address:

Postcode
Telephone N^o:
E-mail:

Section 8 Declaration

I confirm that the information provided in this application (and within my Curriculum Vitae if applicable) is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Reagle Home Care Services undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Reagle Home Care Services may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.

Section 9 Recruitment Monitoring Form

Application for the post of:

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Human Resources purely for monitoring purposes.



To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

C. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

D. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

E. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

F. I do not wish to provide this information

Gender



Male

Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No

If yes, please give details:

Age Group

16-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>
46-55	<input type="checkbox"/>	56-65	<input type="checkbox"/>	66-70	<input type="checkbox"/>
Over 70	<input type="checkbox"/>				

Media

Please state where you saw this post advertised

Asylum and Immigration Act 1996

It is now a requirement that before any offer of employment can be made, all candidates are to provide confirmation of their eligibility to work in the UK. Please bring one of the following original documents with you if invited to interview: a passport or an immigration and nationality directorate application registration card which evidence the right to work in the UK or a UK residence permit issued to an EEA national which confirms right of entry to or residence in the UK.



Availability

Please read this before you complete the Availability Form: *Standard working requirements are five days each week plus alternative weekends. It is not a requirement that Care Workers should work more than one period per day but you are free to commit to as many as you would like to. Hours are not guaranteed and shift periods are for illustration only. Payment is made for 'contact time' only.*

Important: This availability will form the basis of any employment offer, and if you are accepted, forms a commitment on your part.

Availability Form	Weekdays	Weekends
7am to 2pm	Tick if available	Tick if available
2pm to 4pm	Tick if available	Tick if available
4pm to 10.30pm	Tick if available	Tick if available

- **Total number of hours per week you are seeking**

Please note that the amount of work is variable and that staff may not be working throughout the periods marked above as 'available'.