



REAGLE HOME CARE SERVICES APPLICATION FORM

Post Applied for: _____

THE INFORMATION SUPPLIED ON THIS FORM WILL BE TREATED WITH STRICT CONFIDENTIALITY

Please ensure that you complete the application form in full, as we cannot accept CVs. Kindly fill out in black ink and block capital letters. This form will be kept in confidence.

Please note that no applicant will be unfairly discriminated against, including discrimination based on account of age, cultural, religious, political beliefs, disability, ethnicity, gender, race, relationship status, sexual orientation, and / or Trade Union membership or stewardship.

If you require any special support to complete this form (e.g. need larger print or additional time), please contact the Registered Manager.

For the purposes of this application and interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process? If yes, please state below:

Yes No

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

1. Proof of identification (preferably passport or driving licence)
2. Two current (within 3 months) documents as proof of address: (Phone Bill/ Bank Statement etc).
3. Proof of 'Right to Work in the UK' (if you do not hold a British passport)

Section 1: Personal Details

Title:		Last Name:	
First Names:			
Address:			
Postcode:			
Home Telephone Number:			
Mobile Telephone Number:			



E-mail Address:												
Passport Number:												
Nationality:												
Driving License Number:												
National Insurance Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

From 6 April 2022, individuals holding any of the below can only evidence their right to work using the UK Online Right to Work Checking Service:

- A biometric Resident Permit
- A Biometric Residence Card
- Frontier Worker Permit

Reagle Home Care (RHC) can no longer accept physical cards for right to work checks, including those with later expiry dates. Reagle Home Care (RHC) will request your date of birth and a share code which is generated by the UK Online Right to Work Checking Service.

You can refer to our Right to Work Checks Policy and Procedure in place at Reagle Home Care (RHC) for full advice.

Please refer to www.ukba.homeoffice.gov.uk for current information and support with all aspects of eligibility to work.

Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you do not have a British Passport, please detail your immigration status and the relevant visa currently held.	
If you are not a British citizen, do you give us permission to use the UK online Right to Work Checking Service.	
If yes, please provide your date of birth and share code.	

Do you hold a fully valid UK driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any points or convictions on your driving license? If yes, please provide details below:		
Do you have a current DBS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your current DBS registered online?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Rehabilitation of Offenders Act

Safeguarding / Ex-Offenders Declaration:
Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest confidence.

The Rehabilitation of Offenders Act 1974 aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. Reagle Home Care (RHC) undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect to the position applied for and the particular circumstances.

Have you ever been convicted of a criminal offence?	Yes	No
Do you have any prosecutions pending?	Yes	No
Are you currently bound over, or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?	Yes	No
Do you have any current UNSPENT police cautions, reprimands, or final warnings in the United Kingdom or in any other country?	Yes	No
If yes, please give details of the dates of offences(s) and sentence:		
(This information will be disclosed by the Disclosure and Barring Service check which is 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 you were absent from work due to sickness:		
Are you registered disabled?	Yes	No
If yes, please provide your disability number and details:		

Section 4: Education

Start Date	End Date	Name of Institution	Qualifications Gained (Specify Grades)

Section 5: Training History

Name of Training Institution	Title of Certificate Obtained	Date Obtained



Section 6: Employment History

Please state current Salary Package including benefits and holidays below:

Please list employment history for a minimum of 10 years, in chronological order, starting with current or most recent employer:

Start Date	End Date	Name of Employer	Job Title and Responsibilities	Salary/Rate	Reason for Leaving



Section 7: Personal Attributes

Please state any personal attributes that are relevant to the position applied for below:

Section 8: Supporting Statement

Please provide a supporting statement for the position applied for below:

Section 9: References

Please provide names, addresses and telephone numbers for two professional referees (your two most recent employers) and one character reference below whom we may approach for a reference.

In line with CQC requirements, we require references (or other satisfactory evidence as the employer may determine) from all previous employers concerned with the provision of services relating to health or social care, or children or vulnerable adults which should include details of why your employment came to an end. If your previous employment does not concern the provision of services relating to health or social care, or children or vulnerable adults, you must provide references from your two most recent employers.

Please provide two-character references if you are unable to obtain two professional references, e.g. in the case of an applicant who has been raising children for ten years. Please inform the referees of the fact that you have used their name, and they will be contacted. If you are unable to provide the required references, please discuss the matter with the Registered Manager.

Can we contact your current employer before interview?				YES	NO
Reference 1			Reference 2		
Name			Name		
Organisation			Organisation		
Their Job Title			Their Job Title		
Work Relationship			Work Relationship		
Dates Employed	From:	To:	Dates Employed	From:	To:
Phone Number			Phone Number		
E-Mail Address			E-Mail Address		
Reference 3 (Character Reference)					
Name					
Relationship					
Phone Number					
E-Mail Address					



Section 10: Availability

The availability provided below will form the basis of any employment offer and commitment on your part if application is successful.

It is not a requirement for Care Workers to work split shifts in more than one period per day, however you do have the option to do so. You are free to commit to as many hours depending on your availability. Hours are not guaranteed, and shift patterns are for reference only.

Availability	Weekdays Tick if available	Weekends Tick if available
7am to 2pm		
2pm to 4pm		
4pm to 10.30pm		
Other		
Total number of hours per week you are seeking;		
Additional Availability Information: <i>(Please provide clear and specific details about days and times you are available to work)</i>		

Please state where you saw this post advertised: _____



Privacy Statement

We will only collect data for specified explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to us holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you). When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles.

We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the Registered Manager and only used for the purposes of recruiting for this vacant post.

You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Registered Manager to discuss.

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 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.

Signature:

Date:

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.

Retaining your application form

In the event that this application is unsuccessful, Reagle Home Care Services would like to retain your application form so that you may be considered for employment should another opportunity arise in the near future. We ensure that your data will be kept secure for a period of 12 months after which it will be deleted in line with our policies and procedures. Please indicate if you are happy for us to add to your you to our bank of candidates? (In saying yes, you are confirming that you are happy for Reagle to contact you in relation to new opportunities)

YES

NO