 APPLICATION FORM

 *Confidential*

Please ensure that all parts of the application are completed in BLOCK CAPITALS

**Section 1: Personal details**

First Name: Last Name:

Address:

National Insurance Number: Date of birth:

E-mail:

Home phone number: Mobile number:

Do you have a full driving licence? YES / NO

Do you have your own transport? YES / NO

How many hours per week would you like to work?

Please indicate the shift(s) you would like to work using the box below (times are approx. - actual times will be discussed at the interview):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Morning (7-11)**  Please specify your preferred start time | **Lunch (12-2)** | **Tea (4-6)** | **Evening (6-10)** |
| Weekdays |  |  |  |  |
| Weekends |  |  |  |  |

**Section 2: Your application**

Please state briefly the reason for applying to Shepshed Carers Ltd.:

Tell us 3 qualities you have that will make you a great care professional:

Tell us 3 ways you will deliver excellent care to our service users:

**Section 3: Career History,** starting with the current or most recent job:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Position | Dates of employment | Brief description of duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Are there any gaps between any of the above listed jobs? If so, how long and why:

|  |  |  |
| --- | --- | --- |
| Length of gap | Between which employers | Reason |
|  |  |  |
|  |  |  |

Please list below your last 2 places of education/training, starting with the current or most recent:

|  |  |  |
| --- | --- | --- |
| Dates | Name and address of school or college | Qualifications achieved or being studied |
|  |  |  |
|  |  |  |

What else are you involved in (e.g. community work, sports, work experience) and what are your interests or hobbies? Please state any relevant details (e.g. particular skills and abilities) to support your application:

**Section 4: References**

Please give details of 2 referees (no relations, partners or ex-partners); these should be your present employer (if applicable) and a person who has known you for at least 2 years and is prepared to supply us with a character reference. We would like to point out that it is necessary for us to have 2 references on your personnel file to comply with regulations. References will therefore always be taken up following interview. If this is your first job, please give a tutor/lecturer’s name:

Reference 1 (employer/work related)

|  |  |
| --- | --- |
| Full name |  |
| Position |  |
| Company name |  |
| Company address |  |
| Company phone number |  |
| Capacity within the company in which this referee is known (e.g. manager) |  |

Reference 2 (character – no relation)

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Capacity in which and number of years known to you |  |

**Section 5: DBS and Confirmation of details**

DBS check:

Because of the sensitive nature of the work, we need a DBS police check from all our carers; you are therefore required to pay for the initial DBS check at the current rate and for yearly updates.

Confirmation of details:

My signature confirms that all the information given in this application is true and complete.

All completed applications are handled by Shepshed Carers Ltd. in line with the General Data Protection Regulation (GDPR) 2018 and all other legislative provisions.

A copy of our privacy policy is enclosed; with your signature below, you confirm that you have read and accepted our privacy policy.

I understand that my employment is subject to references that are satisfactory to Shepshed Carers Ltd.

Please note that we are unable to process your application if it is incomplete or without your signature and consent.

Signature:

Date:

Once completed please return to:

Shepshed Carers Ltd.

19 – 23 Field Street

Shepshed

LE12 9AL

Or e-mail: [administration@shepshedcarers.co.uk](mailto:administration@shepshedcarers.co.uk)

**For office use only:**

Coalville Shepshed

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