



ALMOND BLOSSOM
CARE

Application Form

Please download or print to complete, and return to care@almondblossomcare.co.uk along with a cover letter.

Position Applied for: _____

Data Protection Statement

The personal information collected on this form, and on the attachments, are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of Almond Blossom Care to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of your employment, and for no other purpose.

Equality of Opportunity Statement

Almond Blossom Care Equal Opportunities Policy is aimed to cover all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or offending background.

title		Surname		Maiden Name		
Previous surnames (if any)						
Forenames (in full)						

Address					
					Post Code
Telephone	Home		Work		Mobile
Email address					Nationality
May we contact you at work?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please ✓ as appropriate				
Date of Birth			National Insurance Number		
Next of Kin to be notified in case of emergency: Name					
Address					
					Post Code
Telephone	Home		Work		Mobile
Relationship to you					

Formal Education and Qualifications

Name of School/College/University and Location	Dates of attendance		Course of Study/Qualification(s) gained e.g. GCSE's, "A" levels, SVQ, Degree etc	Grade
	From	To		
	<i>Month/Year</i>	<i>Month/Year</i>		

Employment history

Names and address of Employers			Position held and brief summary of duties and responsibilities	Reason for leaving
	From	To		
	Month/Year	Month/Year		

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Preference and shift pattern

<p>days <input type="checkbox"/> nights <input type="checkbox"/></p> <p>Do you have any other work commitments? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

References

References are normally taken up for candidates selected for interview. Give details of the names/addresses of two work-related Referees. One of the Referees should be your current employer, or if presently unemployed or self-employed, your last employment

Name, Address and Post Code	Name, Address and Post Code
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Telephone Number		Telephone Number	
Position		Position	
Relationship to you		Relationship to you	
May we contact the above person now? Yes <input type="checkbox"/> No <input type="checkbox"/> Please ✓ as appropriate		May we contact the above person now? Yes <input type="checkbox"/> No <input type="checkbox"/> Please ✓ as appropriate	

Confidentiality declaration

Registration implies acceptance of our code of confidentiality. In the course of your duties you may have access to confidential information about clients. On no account must information relating to identifiable client be disclosed to anyone other than the manager of Almond Blossom Care. You should not disclose ANY information to your family, friends or neighbours.

If you are worried by any information you have obtained and consider that you should talk about it to someone else MAKE AN APPOINTMENT TO SPEAK IN PRIVATE TO YOUR MANAGER.

Failure to observe these rules will be regarded as serious misconduct which could result in removal from the agency register.

I have read and I understand the above and I agree to abide by the contents therein.

Signed: _____

Date: _____

Rehabilitation of Offenders Act

As a general rule, no-one need answer questions about spent convictions. However this general rule does not apply to specified professions, employments and occupations. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:

- a) any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or
- b) any employment or other work which is concerned with the provision of care services to vulnerable adults and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties

One or both of the above apply to work with Almond Blossom Care and covers all areas of the work we do

You are therefore requested to provide details of all convictions, including those which would otherwise be considered as "spent". *All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.*

I have no convictions I have convictions (see Note below) Please ✓ as appropriate

Note

To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible,

and headed “Private and Confidential – Criminal Convictions” and attach this to your completed Application Form)

Criminal Records – Disclosure Certificate

The Disclosure Scotland has issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (standard or enhanced) will be requested from the Disclosure Scotland which will detail all convictions, including those which would otherwise be “spent”, as well as details of cautions, reprimands or final warnings. You will be advised of the type of certificate being requested and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

- That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or
- The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.

Are you eligible to work in the UK? Yes No Please ✓ as appropriate

Personal declaration

I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and

- I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment and for the release by other people or organisations of such information as may be necessary for that purpose.
- I give permission for the processing of the personal data contained in this form for employment purposes
- I understand that any false or misleading information could result in my dismissal.

Signed: _____

Date: _____

Equal Opportunity Monitoring Form

Almond Blossom care operates a policy of Equal Opportunities: therefore, we need to be able to check that decisions are not influenced by unfair or unlawful discrimination. To help us to do this we would be grateful if you could complete this short questionnaire

Your answers will be operated with the utmost confidence and will be used only for statistical purposes

What is your ethnic group?

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

A White

British

Irish

Any other White background, please write in here.

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in here.

C Asian or Asian British

Indian

Pakistani

Bangladashi

Any other Asian background, please write in here.

D Black or Black British

Caribbean

African

Any other Black background, please write in here.

E Chinese of other ethnic group

Chinese

Any other, please write here.

SEX Female Male

DISABILIBY

Applicants with disabilities will be invited for interview if the essential job criteria are met. Do you consider yourself to be a person with a disability as described by the disability discrimination act 1995? i.e do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities

Yes

No

For Office Use Only

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		Initials
Date Application received		
Date Application acknowledged		
Initial Decision		
Date Applicant informed		
Date(s) of Interview		
Decision		

Notes