



SONIA HEWAY CARE AGENCY

PR10 Recruitment Pack – Individual Applicant Pack

Application form

SONIA HEWAY CARE AGENCY
UNIT 6B
1A PICKFORD ROAD
BEXLEYHEATH
KENT DA7 4AT
0208 3014565

The recruitment process within this organisation has a minimum of two stages.

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information. PLEASE COMPLETE FULLY AND IN CAPITALS

Position Applied For	
Approx. no. of hours wanted	
Full time / part time (please circle which you want to work)	Days/ Nights/ Mornings/Afternoons/ Evenings/ Weekends only (please circle which you are able to work)
Surname	First name(s)
Previous surnames: (Supply documentary evidence e.g. marriage certificate, deed of name change etc)	
Current address	
Post Code	Moved to this address on (date)
Previous address Note: For Criminal Record check purposes, addresses covering the ten years up to the application date must be supplied. If necessary, use another sheet of paper.	
Post Code	Moved to this address on (date)

Telephone number (home):	Telephone number (work): <i>(will be used with discretion)</i>
Own Transport Yes/No How long has licence been held?	Clean current driving licence: Endorsements
Details:	

EDUCATION

School/College/University	Examinations Passed/Qualifications gained
	Please supply copies of certificates

TRAINING HISTORY/PROFESSIONAL STATUS

Date of Graduation/ Qualification	Location/Details	Notes
		Please supply copies of certificates / membership details

SHORT COURSES ATTENDED

Subjects	Location

EMPLOYMENT HISTORY

Current/last first. Must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

Name and address of your most recent/last Employer	
Date employed	
Nature of business	
Position held and reason for leaving	
Salary / Rate	
Name and address of Employer prior to the employer listed above	
Date employed	
Nature of business	
Position held and reason for leaving	
Salary / Rate	
Name and address of Employer prior to the employer listed above	
Date employed	
Nature of business	
Position held and reason for leaving	
Salary / Rate	
Other roles (use additional sheet)	

Please give details of relevant experience. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available.

HEALTH DETAILS

Do you have any mental or physical disability or illness (currently or recurring) which is relevant to the post for which you are applying? Yes / No	
If yes, please give details:	
What adjustments (if any) need to be made to the working environment to accommodate your disability?	
Please give details of <i>all</i> absences from work in the last 12 months, except holidays	
Please give details of any illnesses/accidents/injuries in the last 2 years	
GP's Name	
Tel No	

Do you have any mental or physical disability or illness (currently or recurring) which is relevant to the post for which you are applying?

Yes / No

Address

(Your GP will not be contacted without your permission)

NEXT OF KIN

Full Name	
Relationship	
Tel No	
Address	

IDENTITY DETAILS

Nursing and Midwifery Council PIN number	(Nurses only)
National Insurance Number	(all applicants)

CAPACITY TO WORK IN THE UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes No (delete as appropriate)
If yes, please provide details	
If you are successful in the application, would you require a work permit prior to taking up employment?	Yes No (delete as appropriate)

Note: Minimum age; legislation dictates that care workers in general must be 18 years old or older, and Carers working with people with learning disabilities must be 21 or older. Please inform your interviewer immediately if you do not meet these specifications.

REFEREES

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

Current or most recent Employer

Name:	
Address:	
Post Code	
Tel No:	
Job title	

Previous employer to the one above

Name:	
Address:	
Post Code	
Tel No:	
Job title	

Character reference

Name:	
Address:	
Post Code	

Tel No:	
Relationship to you	

CATERING WORKERS MEDICAL QUESTIONNAIRE

This questionnaire is intended to identify if you may have any medical conditions which affect your suitability to work in catering. It is not mandatory; if you complete this questionnaire, and it indicates a potential medical problem in working in a catering setting, you will be offered a free full health assessment.

Complete only if you are applying for catering work, and wish to complete it.

But, all applicants for catering work **MUST** sign the declaration on this page

Have you ever suffered from:	Delete as appropriate	Date	Details
Food poisoning	Y / N		
Dysentery	Y / N		
Typhoid or Paratyphoid	Y / N		
Tuberculosis	Y / N		
Parasitic infections	Y / N		
Has any close family contact suffered from any of the above?	Y / N	Name	
Have you ever suffered from any of the following within the last two years?			
Diarrhoea or vomiting	Y / N		
Skin rash	Y / N		
Recurring boils	Y / N		
Discharge from ear, eye or nose	Y / N		
Do you suffer from any other medical problems which may affect your employment as a food handler?	Y / N		
Have you been abroad within the last two years?	Y / N		
Should it be necessary will you agree to provide such specimens as may be required by the Doctor to ensure you are not a carrier of any organism which may infect food?	Y / N	Name	

NON OPTIONAL SECTION – Applicants Declaration – Read and understand before signing

1. I confirm that the information given above is complete and correct, and that I understand that any incomplete, untrue or misleading information given to the employer will entitle the employer to reject my application, withdraw any employment offer made, or, if I am employed, dismiss me without notice
2. By my signature, I give authority to the employer to contact my GP for further details regarding any of the potential health problems which I have declared above
3. I agree that the employer reserves the right to require me to undergo a medical examination to assess my

Have you ever suffered from:	Delete as appropriate	Date	Details
suitability for catering work 4. I do not wish complete the questionnaire, and I do not wish to have a free health assessment. Delete as appropriate (i.e. strike out either 1, 2 and 3, or only 4) Signed _____ Date _____ Print name _____			
Employer's initial assessment: No further action required	Y / N		
Further investigation or action required Specify investigation or action required	Y / N		

NIGHT WORKER'S MEDICAL QUESTIONNAIRE

This questionnaire is intended to assess your fitness for night work. It is not mandatory; if you complete this questionnaire, and it indicates a potential medical problem in working nights, you will be offered a free full health assessment

Complete only if you are applying for night work, and wish to complete it

But, all applicants for night workers MUST sign the declaration on this page

OPTIONAL SECTION – Do you suffer from any of the following conditions, which may be made worse by night work?

Diabetes, requiring insulin injections to a strict timetable?	Y / N
A heart or circulatory disorder which affects your physical stamina?	Y / N
Stomach or intestinal disorder, such as ulcers?	Y / N
Any other condition which makes the timing of meals of particular importance?	Y / N
A medical condition affecting sleep?	Y / N
A chronic chest condition?	Y / N
Any medical condition requiring medication to a strict timetable?	Y / N
Any other medical condition in which the symptoms get worse at night?	Y / N
Please give further details for any questions where you have answered Yes above	

NON OPTIONAL SECTION – Applicants Declaration – Read and understand before signing

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2. By my signature, I give authority to the employer to contact my GP for further details regarding any of the potential health problems which I have declared above
3. I agree that the employer reserves the right to require me to undergo a medical examination to assess my suitability for night work
4. I do not wish complete the questionnaire, and I do not wish to have a free health assessment Delete as appropriate (i.e. strike out either 1, 2 and 3, or only 4)

Signed _____ Date _____ Print name _____

Employer's initial assessment: No further action required	Y / N
Further investigation or action required Specify investigation or action required	Y / N

CRIMINAL RECORD

Workers in this establishment are subject to the Care Standards Act, and will be subject to a Police Record Check through the Criminal Record Bureau. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warning and cautions.

You will not be eligible for work in a care setting if you are on the ISA Register(s).

Notice period with existing employer	
Please indicate where you found out about the vacancy	

SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING

I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.

I understand that I cannot be offered a post until a satisfactory response has been received in respect of my ISA Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the Criminal Records Bureau. I understand that until a satisfactory response is received from the Criminal Records Bureau, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. If the post I have applied for is as a Registered Nurse, my confirmation of employment will also be subject to a satisfactory search of the Nursing and Midwifery Council records and registers. By my signature, I authorise SONIA HEWAY CARE AGENCY to request a ISA Register check and a criminal records check from the CRB, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my ISA Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.

Signed: _____ Date: _____