

Job Application Form

Job Application Form

Please fill out this form as completely as possible, and don’t forget to sign it! If you have any questions, Alison, our HR and Quality Administrator, will be delighted to help. You can contact Alison at Alison.Hamlin@kembleathome.co.uk or 01432 382 014.

1. **Personal details**

|  |  |  |
| --- | --- | --- |
| What role are you applying for? (please delete the non-applicable answer) | Live-in carer  | Visiting carer |

|  |  |  |
| --- | --- | --- |
| Title | First name | Surname |
| Previous name (if applicable) |
| Address and postcode |
| Phone number  | Mobile number |
| Email address |
| National Insurance Number |

1. **Driving record**

*For this role you will need to have access to a car that is appropriately insured for business use – including carrying passengers. This can be easily arranged with your insurance company. You will need to provide us with a copy of your insurance policy showing business cover.*

|  |  |
| --- | --- |
| Do you have a valid driving licence? (Y/N) |  |
| Do you have access to a car to use for work? (Y/N) |  |
| Do you have any penalty points on your driving license? (Y/N - if yes, how many?) |  |

1. **Availability** (only answer this question if you’re applying for a **visiting care** role)

*We are available to support our clients 7 days a week between 7am and 10pm, and we also offer ‘waking nights’. Our busy times are early mornings (before 9am), evenings (after 4pm) and weekends. If you join our team, we expect that you are regularly available to support our clients during these hours.*

|  |  |
| --- | --- |
| How many hours are you looking to work per week? |  |
| Are there certain times of the day/week that you are unavailable?  |  |
| Have you got any holidays pre-booked? (If yes, please specify the dates) |  |

1. **Employment history**

*Please list your* ***complete*** *employment history, starting with your current/most recent employment, then going back in time. Please also explain any breaks in your employment history, for instance due to family reasons, travelling, or unemployment. If necessary, please continue on a separate sheet.*

|  |
| --- |
| **Current/most recent employment** |
| Dates | Job title | Employer’s name and address | Role summary | Reason for leaving |
| From | To |
|  |  |  |  |  |  |
| Notice period |  |

|  |
| --- |
| **Previous employment** |
| Dates | Job title | Employer’s name and address | Role summary | Reason for leaving |
| From | To |
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| --- |
| **Breaks in your employment history** |
| Dates | Reasons |
| From | To |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Education, training, and qualifications**

*Please list the details of all your education, as well as relevant training and qualifications, starting with the most recent and then going back in time.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Qualification name / course title** | **Institute / Certifying body** | **Grade obtained** |
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1. **Suitability for the job**

|  |  |  |
| --- | --- | --- |
| **We have enclosed the relevant job description to this form. Have you read and understood the job description?**(please delete the non-applicable answer) | Yes | No  |
| **Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform tasks which are intrinsic to this position?** *(If ‘Yes’, please be aware that we may need to discuss these with you at your interview.)* (please delete the non-applicable answer) | Yes | No  |
| If ‘Yes’, please provide brief details: |

1. **Other relevant information**

*Please share any information that you think might help us to consider your application. This can include relevant experience, specialised knowledge, voluntary work or relevant interests and hobbies, or anything else you feel would be useful for us to know.*

1. **Declaration and consent**

*Please read the following statements carefully. If there is anything that you do not understand, please get in touch before you sign the form.*

* I declare that all information I have given on this form and all other supporting materials are true to the best of my knowledge.
* I understand that if I have provided false or misleading information or omitted relevant information, that this may result in the withdrawal of any offer of employment or the termination of any contract of employment.
* I give consent to Kemble at Home to process my data in accordance with the EU General Data Protection Regulation (GDPR).

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What happens next?**

Please return the completed form by email to Alison, our HR and Quality Administrator, at Alison.Hamlin@kembleathome.co.uk or bring it with you if you have been invited for a chat. We will be in touch with you as soon as we have processed your application.