

PLAN-IT HOMECARE LTD APPLICATION FORM

***PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required***, ***your application may not be accepted. If you have no information to enter into a section, please write N/A.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| **Title:** Mr Mrs Miss Ms  Other (please specify) | | **Name (First/ MI/ Last)** | |
| **Address:** | | | |
| **Postcode:** | | **NI Number:** | |
| **Telephone:** | | **Alternate Phone:** | |
| **Email:** | | | |
| **Referred by?:** | | | |
| **Covid Vaccination** |  1st Vaccine |  2nd Vaccine |  Booster |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Type** | | | | | | | |
| ***Which position are you applying for?*** | | | | | | | |
| ***Days/hours available to work*** | | | | | | | |
|  I have no preference |  Mon. |  Tues. |  Wed. |  Thurs. |  Fri. |  Sat. |  Sun. |
| **I am seeking a:** | |  Full time | |  Part time | |  Bank | |
| **How many hours can you work weekly?** | | | | Preferred start date | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional Information** | | | | |
| **Have you been employed by this organisation in the past?** | | |  Yes |  No |
| **Are you a UK citizen?** | | |  Yes |  No |
| **Do you own a Full Driving License?** |  Yes |  No | **Driver’s Licence Number:** | |
| **Any Endorsements? (Provide dates & details)** | | | | |

|  |  |  |
| --- | --- | --- |
| **Current Employer** | | |
| **Work Address:** | | |
| **Postcode:** | **Type of Business:** | **Telephone Number:** |
| **May we contact them prior to interview?** |  Yes |  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency Contact / Next of Kin** | | | |
| ***(Must be aged 18 or over)*** | | | |
| **Full Name:** | | **Relationship:** | |
| **Address:** | | | |
| **Postcode:** | | | |
| **Telephone:** | **Alternate phone:** | | **Work phone:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | | | | |
| **School** | **Location** | **Years completed** | **Subject** | **Qualification/s** |
| **High school** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **College or Business/Trade School** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work experience** | | | | | |
| **Do you need a work permit to be employed in the UK?** | | |  Yes | |  No |
| ***Full Employment History*** *- Please give details of all current and previous paid / voluntary employment* ***(both UK and overseas)*** *in chronological order starting with most recent. If you attended education during the period, please include the educational establishment/s in your history. Providing incomplete information may result in not being selected for interview.* | | | | | |
| **Company:** | **Name of last supervisor:** | | | | **Hrs/week:** |
| **Address:** | **Start date:** | | | **Starting salary:** | |
| **Postcode:** | **End date:** | | | **Final salary:** | |
| **Phone number:** | **Your last job title:** | | | | |
| **Reason for leaving (be specific)** | | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | | |
| **May we contact this employer?** | |  Yes | |  No | |
| **Company:** | | **Name of last supervisor:** | | | **Hrs/week:** |
| **Address:** | | **Start date:** | | **Starting salary:** | |
| **Postcode:** | | **End date:** | | **Final salary:** | |
| **Phone number:** | | **Your last job title:** | | | |
| **Reason for leaving (be specific)** | | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | | |
| **May we contact this employer?** | |  Yes | |  No | |
| **Company:** | | **Name of last supervisor:** | | | **Hrs/week:** |
| **Address:** | | **Start date:** | | **Starting salary:** | |
| **Postcode:** | | **End date:** | | **Final salary:** | |
| **Phone number:** | | **Your last job title:** | | | |
| **Reason for leaving (be specific)** | | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | | |
| **May we contact this employer?** | |  Yes | |  No | |

|  |  |  |
| --- | --- | --- |
| **Member of professional organisation/ trade union?** |  Yes |  No |
| **Details if yes:** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **If offered this position, will it be your only employment (paid or voluntary):**  If ‘**No’**: Please read and sign this confirmation of other employment (paid or voluntary): | | |  Yes |  No |
| *“I am currently in other employment, and I would like to continue this in addition to the position I am applying for with Plan-it Homecare Ltd.* ***My other employer/s is / are:***  *To the best of my knowledge, there will be no professional or personal conflict of interest in this / these employment/s that will impact on the role I have applied for. If any conflict of interest develops, I understand I am obligated to inform Plan-it Homecare Ltd. in the interests of transparency, this need not affect my new role.”* | | | | |
| **Full Name:** | **Signed:** | **Date:** | | |

|  |
| --- |
| **References** |
| Exclude relatives, former colleagues, or those from your social circle. References must come from a Manager, HR department, or Director. **One** reference **must** be your previous employer if you are not applying directly following education. References from educational establishments are accepted. All references will be verified. |
| **Please include company name, company address, phone number, referee’s name and position, company’s email, and circumstances of your acquaintance.** |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | | | |
| **Language spoken** |  | | |
|  |  Limited understanding |  Can converse a bit |  Good knowledge/ Fluent |
|  |  Limited understanding |  Can converse a bit |  Good knowledge/ Fluent |
|  |  Limited understanding |  Can converse a bit |  Good knowledge/ Fluent |
|  |  Limited understanding |  Can converse a bit |  Good knowledge/ Fluent |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist of Experience** | | | |
| **Have you had training and/or experience in the following? Please tick where applicable.** | | | |
| Supporting people to dress |  | Denture/mouth care |  |
| Care of fingernails |  | Care of eyes |  |
| Hair care |  | Shaving |  |
| Housework |  | Cooking, food safety |  |
| Supporting people to prepare food |  | Laundry |  |
| Supporting people on holidays |  | Use of bath aids |  |
| Supporting people with intimate personal care |  | Managing challenging behaviour |  |
| Makaton/ Sign language |  | Lone working |  |
| Supporting people with appointments |  | Key working |  |
| Manual handling |  | Completing records and reports |  |
| Working with people who have autism |  | Administering & recording medicine |  |
| Working with visual communication aids, e.g., social stories, pictorial schedules. |  | General support in the community |  |

|  |  |  |
| --- | --- | --- |
| *I understand that additional checks, may be requested as a condition of my employment.*  *I confirm that to the best of my knowledge the information I have provided in this application is correct. I understand that deliberately withholding information or providing false information which could have an impact on this application or the results of interview, could result in my dismissal.* | | |
| **Full Name:** | **Signed:** | **Date:** |

**Please return the completed application form to:**

Plan-it Homecare

The Barn, Fernhill court,

Balsall Street East

Balsall Common

Coventry

CV7 7FR.

**Or email to**: info@planithomecare.co.uk

|  |  |  |  |
| --- | --- | --- | --- |
| **STRICTLY CONFEDENTIAL** | | | |
| **PLEASE READ AND COMPLETE THIS DOCUMENT IN FULL, SIGN AND DATE.** | | | |
| **Name:** | | | |
| **Address:** | | | |
| **Postcode:** | | | |
| Supplementary to Application Form for Persons Applying for Posts which are exempted under the Rehabilitation of Offenders Act 1974.  The nature of the work for which you are applying, is exempt from the provisions of 2.4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Employer. Any information given will be completely confidential and will be considered only in relation to this application.  It is a statutory requirement that a criminal record check (DBS) and Protection of Vulnerable Adults check (POVA) is made on all employees and, whilst you are able to commence work under the “Fast Track Scheme”, confirmation of your employment can only be given once (A) a full check has been made, (B) we are in receipt of two written references, (C) you have completed your induction and mandatory training and (D) your performance over the first three months of your employment (or any extended probation) has been reviewed and confirmed as satisfactory or better. | | | |
| **Have you ever been convicted of a criminal offence by a court of law?** | |  Yes |  No |
| **Have you ever been Cautioned, Reprimanded or Warned by the Police for any recordable or criminal offence either in the UK or abroad?**  **(except for minor motoring offences).** | |  Yes |  No |
| **If yes to any part of the above, please give details including the offence and date:** | | | |
| I confirm that I have read the above statement and that the information I have given is true. | | | |
| **Signed:** | **Date:** | | |