



Post applied for:	Branch / home / Location	Where did you see this post advertised?

Personal Details

Title	Surname	Forename/s:
Address:		
Postcode:	Email:	Home Phone No:
		Mobile Phone No:

Additional Information

<input type="checkbox"/> You have the legal right to work in the UK? We are unable to recruit anyone who does not have the legal right to work in the UK. If ticked and there are conditions attached as start/finish dates, WRS etc., please specify:
<input type="checkbox"/> You possess a valid driving licence for the UK? <input type="checkbox"/> You have use of a car for work? <input type="checkbox"/> You have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by Happy to Care for You? <input type="checkbox"/> I can work with clients of any sex. <input type="checkbox"/> I can work only with male clients <input type="checkbox"/> female clients <input type="checkbox"/> I can work with clients of any religion <input type="checkbox"/> only of the following religion/s: _____ <input type="checkbox"/> I speak English <input type="checkbox"/> Mother Tongue <input type="checkbox"/> Fluently <input type="checkbox"/> Good <input type="checkbox"/> Can be improved <input type="checkbox"/> Beginner

Criminal Record Declaration

The nature of the work you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for a post involving access to persons in receipt of care services, your offer of employment will be subject to a satisfactory enhanced Criminal Records Bureau check. It is therefore a requirement that all previous convictions are declared, even those which would otherwise be regarded as 'spent'. (Any such information will be treated confidentially). Please read the above carefully and then answer the following questions: <input type="checkbox"/> You have been convicted of a criminal offence. <input type="checkbox"/> You have received any official cautions, reprimands or warnings. <input type="checkbox"/> You know that you are currently the subject of any criminal proceedings or any police investigation. If you have ticked one of these questions please provide details:



Education, Qualification, Training and Current Learning

Secondary Education. Qualification / grades obtained:

Further Higher Education. Qualification / grades obtained:

Other relevant Training, professional qualifications or work related skills. Please include dates:

Any details of membership to professional bodies. Please provide details including any offices held:



Employment History. Current / most recent employment:

Employers Name	Start date:	End date:
Address:	Postcode:	Phone
Job Title:	Final pay / salary:	
Brief description of duties and responsibilities:		

Full Employment History. Most recent first. Please explain gaps.

Please use additional sheet if required

Dates (From, To)	Job Title	Employers name



Dates (From, To)	Job Title	Employers name

Relevant Experiences

Please use this section to state how your skills, experience and training would enable you to meet the requirements of the role for which you are applying. Please make reference to the person specification. Please use a continuation sheet if necessary.



Availability if applying for a Care Worker position

Type of work you are interested in:					
<input type="checkbox"/> Personal Care <input type="checkbox"/> Domestic Care					
	Mornings	Afternoons	Evenings	Sleep Over	Wakefull Nights
Weekdays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of hours you would like to work per week:	
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References

Please provide the names and contact details of at least four referees, the first two must be your present or most recent employer, if there is less than two years between both of these then please provide two further references. We will not contact any referee without your permission or until an offer of employment has been accepted. If you do not have four employment references, one may be from a professional body, a lecturer or teacher or similar. *Also, if you have previously been employed in a position which involved working with vulnerable adults or children for more than three months then one of the references you provide must be from this agency/employer. (In accordance with the Health and Social Care Act 2008).* Personal referees such as relatives, friends, neighbours etc. are not acceptable as referees.

Present or last employer:	Previous Employer:
Name:	Name:
Address:	Address:
Daytime phone:	Daytime phone:
Email address:	Email address:
Occupation / relationship of referee:	Occupation / relationship of referee:
Contact prior to the interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact prior to the interview: <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference 3:	Reference 4:
Name:	Name:
Address:	Address:
Daytime phone:	Daytime phone:
Email address:	Email address:
Occupation / relationship of referee:	Occupation / relationship of referee:
Contact prior to the interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact prior to the interview: <input type="checkbox"/> Yes <input type="checkbox"/> No



Applicant Declaration. Please read carefully before signing the application

The information in this form is true and complete. I agree that any deliberate omissions, falsification or misrepresentation on this form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. This equally applies to any medical questionnaires I may complete.

I confirm that I have not been subject to any cautions or convictions (other than those given above), investigation, disciplinary action, or enquiry into adult/child protection matters or inappropriate behaviour, and that the information I have given in the Criminal Record declaration section is to the best of my knowledge correct.

Name: _____ (please print)

Signed: _____ **Date:** _____

Send this application by post to
Happy to Care For You Ltd.
36 Harfield Road
Uxbridge
Middlesex, UB8 1PH

Or send by email to **application@happytocare.co.uk**

If you have not received any correspondence within 14 days then please assume on this occasion you have been unsuccessful, and your application form will be kept on file for six months.